

**Commission on Homelessness for Volusia and Flagler Counties
HMIS Committee Meeting Minutes**

Wednesday, November 16, 2016

1:30 PM – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach

Attendees: *Chenoa Yancey, Jerry Cutter, Loretta Wilary, Patricia Hubbard, Robin King, Tony Deobil, Jeff White, Michelle Wilson, Victoria Brown-Searle, Carolyn Dodge; Absent:* *Carl Epley, Carrie Baird, Ron Paradise, John Moreau*

I. Welcome and Introductions – Robin King, Chair

The Meeting was called to order at 1:04 p.m. and introductions were made.

II. Review Prior Minutes – Robin King, Chair

Robin King presented the minutes of October 12, 2016. It was stated that some Committee Members name were listed twice and will need to be removed. The minutes were accepted with corrections.

III. HMIS Budget Review

Jeff White presented the projected HMIS budget for July 1-June 30 2017 to the Committee for review. There will be budget revision done over the next month. Jeff White will have Alan Wilcox work on a year to date budget for the Committee.

IV. HMIS Fees

VFCCH will purchase the HMIS licenses going forward, this will save the agencies \$293.00. The Committee reviewed the fees and a HMIS Training discussion took place.

V. HMIS Governance Charter Review

The Committee reviewed the HMIS Governance Charter and made additional revisions. See Charter for revisions. A motion was made to accept the Governance Charter with revisions to present to the Steering Committee by Tony Deobil and seconded by Chenoa Yancey. A discussion took place about agencies who do not pull reports. It was decided that the HMIS team will present the dates and scores of each agency for the Committee to review. The motion was approved unanimously.

VI. New Business

a. HMIS MOU Review

The Committee reviewed the HMIS MOU with suggested changes. A motion was made to approve the HMIS MOU to present to the Steering Committee by Patricia Hubbard and seconded by Tony Deobil. The motion was approved unanimously.

VII. Adjourn

There being no further business, the meeting was adjourned at 2:45 p.m.

Minutes Prepared By: Victoria Brown Searle, Administrative and HMIS Assistant

Committee Chair: _____

Next Meeting: December 14,2016