

## **Commission on Homelessness for Volusia and Flagler Counties**

### **HMIS Committee Minutes**

Wednesday, August 10, 2016

1:30 PM – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach

**Attendees:** Mark Geallis for Carl Epley, Chenoa, Pat James, Robin King, Roberto Barragan for Tony Deobil, Jeff White, Michelle Wilson, Victoria Brown-Searle; **Absent:** Ron Paradise, John Moreau, Loretta Willary

#### **I. Welcome and Introductions – Robin King, Chair**

The meeting was called to order at 1:32 p.m. and introductions were made.

#### **II. Review Prior Minutes – Robin King, Chair**

The Committee reviewed the minutes of July 13, 2016. The minutes were accepted as presented.

#### **III. Peer Review Policy and Procedures**

Jeff White gave an overview of the Peer Review Policy and Procedures revisions. A discussion ensued and additional edits were made. A motion was made to present the Peer Review Policy and Procedures to the Steering Committee by Mark Geallis and seconded by Pat James. Motion carried.

#### **IV. Coordinated Assessment Agreement**

Jeff White explained the Coordinated Assessment Agreement and the highlighted revisions to the Committee. A motion was made to present the Coordinated Agreement with revisions to the Steering Committee by Mark Geallis and seconded by Chenoa Yancey. Motion carried.

#### **V. Service Providers Data Plan Development**

The Committee reviewed the data plan draft. The following will need to be added to the plan: homeless prevention, rapid rehousing as projects and Emergency Solutions Grant, Temporary Assistance for Needy Families Grant as funding sources. Jeff White will review, update and bring the data plan back to the Committee for review at the next meeting on September 14, 2016.

#### **VI. Service Providers Meeting on Systems Performance Measures**

Jeff White will be facilitating a service providers meeting to discuss systems performance measures, common HMIS issues and additional topic the service providers need to discuss. The meeting will August 24, 2016 at 3:00 p.m. at the Public Health Department located on 1845 Holsonback Dr. in Daytona Beach.

**VII. Action Items:**

1. Jeff White will update Data Plan present to the Committee at the next meeting.
2. Jeff White Will revise the Coordinated Entry Policy and Procedures.

**VIII. Old Business**

Jeff White presented the Coordinated Entry Policy and Procedures with the revision to reflect the updated CPD notice 16. The Committee suggested to add page numbers to the document and spell out the terminology and then use abbreviations. Mr. White will make these revisions to the policy and procedures.

Victoria Brown-Searle provided an update on the CoH membership fees. To-date 49 applications have been received, 15 are from Corporations/Government Agencies or Nonprofits and 34 are from individuals. The current balance is \$3,550.00.

**IX. New Business**

None at this time.

**X. Adjourn**

There being no further business, the meeting was adjourned at 2:20 p.m.

*Minutes Prepared by: Victoria Brown-Searle, Collaborative Applicant Representative*

*Chair Signature: \_\_\_\_\_*

*Next Meeting September 14, 2016*