

**Commission on Homelessness for Volusia & Flagler Counties  
HMIS Subcommittee Minutes**

Thursday, April 21, 2016

1:00 PM – 2:00 PM

SMA Behavioral, 1220 Willis Ave., Daytona Beach

**Attendees:** Carl Epely, Chenoa Yancey, Denise Brooke for Ron Paradise, John Moreau, Loretta Willary, Pat James, Robin King, Jeff White, Michelle Wilson, Victoria Brown-Searle, Sam Willett and Tony Deobil; **Absent:** Bill Fletcher, Cheryl Fuller, Rich Curley and Shelia Jennings.

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

The meeting was called to order at 1:02 p.m. and introductions were made.

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

Ms. King called for a motion to approve the minutes of March 17, 2016. The minutes were approved unanimously.

**III. HMIS Monitoring and Compliance – SSVF**

Jeff White gave a report from the meeting with Major Stan at the Salvation Army. The plan is to move forward and make the process easier. Tony Deobil from Salvation Army addressed the HMIS Committee with the agency's corrective action strategies to address the concerns of the letter. Mr. Deobil expressed some concerns about confidentiality with regards to the compliance letter. He received some phone calls from other agencies inquiring about this letter. Ms. King apologized for this issue and the Committee will work towards a better process in the future.

Mr. Deobil would also like to serve on this Committee going forward. A new Doodle Poll will be sent out for a new date and time for the HMIS Committee to meet.

Mr. White shared the HMIS training evaluation tool with the Committee. It was recommended that it was made electronic, remove all options except agree and disagree, and add comment boxes after each question.

**IV. Peer Review**

**a. The Salvation Army Update**

The review went well. Tony Deobil reported that he finds the peer review very helpful.

**b. The Neighborhood Center**

The next review is to be determined.

Jeff White reported that he is making one monitoring sheet for all grants to minimize the time spent on monitoring.

NEXT MEETING: April 21, 2016

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**V. Written Standards for Monitoring**

Mr. White is currently updating the standards. He will send to the provider for feedback with a timeline. The Committee will review the written standards next month.

**VI. Items:**

**VII. Old Business**

None at this time.

**VIII. New Business**

None at this time.

**IX. Adjourn**

There being no further business, the meeting was adjourned at 2:04 p.m.

*Minutes prepared by: Victoria Brown-Searle, CoC Secretary*

*HMIS Chair: \_\_\_\_\_*

*Next meeting: TBD*