

Commission on Homelessness for Volusia and Flagler Counties

HMIS Committee Meeting Minutes

Wednesday, May 10, 2017

1:30 PM – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach,
Board Room

Attendees: Robin King, Loretta Wilary, Michelle Wilson, Victoria Brown-Searle, Carolyn Dodge, Lyn Hawkins, Roberto Barragan, Jerry Cutter **Absent:** Carrie Baird, Angelia Briggs, Tony Deobil, Mark Geallis, Jeff White

I. Welcome and Introductions – Robin King, Co-Chair

The meeting was called to order at 1:30 pm and introductions were made. Loretta Wilary is retiring and was thanked for her leadership as Co-Chair. A new Co-Chair will need to be recruited.

II. Review Prior Minutes – Robin King, Co-Chair

The April 12, 2017 meeting minutes were reviewed. They were accepted as written.

III. Review Monitoring Letters

No new Monitoring Letters were reviewed. Carolyn Dodge acknowledged that My Place Apartments and Salvation Army were monitored in the last month but that letters have not been finalized. Robin King asked for clarification of the applicability of the HMIS Committee reviewing monitoring letters. It was discussed that unless a monitoring finding pertaining to HMIS was found, the reports would be for informational purposes only.

IV. Assign HMIS Site Administrators

The HMIS Security Plan has been approved and it requires each agency with access to HMIS to have a designated HMIS Agency Administrator. Potential Agency Administrators were identified and more information will follow.

V. User Account Request Form

At last month's meeting, a recommendation was made to add "other" to the new User Account Request Form. The form was created to include every possible type of project and therefore is approved without the addition of "other".

Robin King noted that Career Source and HUM may need additional user licenses for a new grant that started February 1st.

VI. **HMIS Policy and Procedure**

Review of the HMIS Policy and Procedure has been postponed. Collier County has shared their HMIS Policy and Procedure Manual and our CoC may be able to utilize theirs in creating our own. We tentatively planned for VFCCH staff to review the first half by the next HMIS Committee Meeting.

VIII. **Old Business**

Michelle Wilson reminded the committee that HUD System Performance Measurements are due May 31, 2017.

IX. **New Business**

Jerry Cutter expressed that he considers HMIS to be very costly and have ongoing issues for users. He stated that more trainings would be helpful. It was noted that the expense of HMIS has gone down as agency fees have been cut. Webinars and follow-up trainings/technical assistance were cited as being helpful and a possible solution to the concerns.

Robin King requested that the meeting time be changed from 1:30-2:30 to 1:00-2:00. This was agreed upon.

The next HMIS Committee Meeting will be June 14, 2017 from 1:00-2:00.

X. The meeting was adjourned at 2:20.