

Volusia-Flagler CoC Minutes of the HMIS Committee

Date: July 23, 2015 11:00 – 12:00 PM

Location: 329 Bill France Blvd., Daytona Beach

Members in Attendance: Robin King; Susan Clark; Cheryl Fuller; Pat James; Michele Wilson; Jeff White; Bill Fletcher; Loretta Willary; Victoria Searle

Members Not Present: Gary Meredith, Donna Dooley, Richard Curley, Sheila Jennings

Presiding: Susan Clark, VFCoC Chair

Agenda Item	Discussion	Action Needed	Follow-up (by whom & when)
1. Welcome and Introductions	Meeting called to order at approximately 12:00 PM. Robin King and Cheryl Fuller co-chaired meeting.	• None	• None
2. HMIS Minutes-review	Minutes were reviewed and motion to approve was seconded and passed.	• None	• None
3. Coordinated Assessment Agreement	Coordinated Assessment Agreement Discussion: Jeff White made changes to the Coordinated Assessment Agreement. The agreement was presented to the Steering Committee; it was approved to be presented to the full Board in August. According to HUD CPD, everything is recommended that CoC agencies agree to follow housing first model. The information that is not included in this agreement, will be amended at a later date, once the HMIS system is voted as a full Coordinated Entry System. This is currently under review.	• None	• None
4. HMIS Budget	Jeff White presented a new HMIS Budget to the Committee based on realistic/actual costs. The license fees are projected. There is a \$5,000 shortage in the salaries section of the	• Bowman contract end date	• Jeff White

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	<p>budget. In the past, VFCCH funded fees upfront. There are 65 licenses in use. Jeff White will look into Report Gallery Access fees. The Committee discussed the pros and cons of speaking to other HMIS service providers. Michelle and Jeff will be meeting with Client Track to see if a switch would be beneficial; Client track currently focuses more on homelessness than direct services. Bowman is current under contract with VFCCH; Jeff White will look into the contract end date.</p>		
<p>5. HMIS/Bowman Services</p>	<p>Bill Fletcher went through the HMIS system with Michelle Wilson. Mr. Fletcher reported his findings/opinion to the Committee. The numbers are where they need to be, all fields must be completed, and all fields should be mandatory to fill out. Bowman is currently working on updates, including making all fields mandatory to move further through the system. Mr. Fletcher will have someone look at the system. He will report at the next meeting.</p>	<ul style="list-style-type: none"> • Review HMIS System 	<ul style="list-style-type: none"> • Bill Fletcher
<p>6. Training Reimbursement</p>	<p>Career Source reimburses for trainings only. They will reimburse one training per person per year. They offer new hire reimbursement; it is income based.</p> <p>Michelle Wilson is continuing to have an attendance issue with some agencies case managers. Robin King requested for Ms. Wilson to come up with a market value for her training. Jeff White will draft a fee and policy statement for the Committee to look at the next meeting. Victoria will draft a bowman user manual after the updates are released in October.</p>	<ul style="list-style-type: none"> • HMIS Fee and Policy Statement • Bowman User Manual 	<ul style="list-style-type: none"> • Jeff White; Next meeting • Victoria Searle; October 2015

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7. Old Business	Robin King asked for an update on the HMIS survey. HMIS survey questions were discussed at a previous HMIS meeting. Jeff White will revisit these questions.	<ul style="list-style-type: none"> • HMIS Survey Questions 	<ul style="list-style-type: none"> • Jeff White
8. New Business	There is no new business at this time.	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
7. Adjournment	Adjourn: There being no further business, the meeting was adjourned at 12:59 PM	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None

Respectfully Submitted by: Victoria Brown-Searle, AmeriCorps VISTA

Approved by vote of the VFCoC HMIS meeting on _____

Robin King/Cheryl Fuller , Co-Chairs _____