

Commission on Homelessness for Volusia and Flagler Counties

HMIS Committee Agenda

Wednesday, July 13, 2016

1:30 PM – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach

Attendees: Robin King, Loretta Wilary, Tony Deobil, Jeff White, Michelle Wilson, Victoria Brown-Searle; **Absent:** Bill Fletcher, Carl Epley, Chenoa Yancey, Ron Paradise, John Moreau, Pat James, Rich Curley

I. Welcome and Introductions – Robin King, Chair

The meeting was called to order at 1:32 p.m.

II. Review Prior Minutes – Robin King, Chair

The Committee reviewed the minutes of June 8, 2016. A motion was made to accept the minutes as presented. Motion carried.

III. Monitoring Plan/Written Standards

Jeff White presented the Coordinated Entry Policies and Procedures to the Committee for review and feedback. The Commission on Homelessness (CoH) will need to adopt them. In previous grant cycles, these policies and procedures were not required. Mr. White will send this document out to the service providers for review and feedback and prepare this document to present to the CoH Board at the Annual Board meeting.

Mr. White created a Performance Review Plan. He will send it to the Committee for review and feedback.

Michelle Wilson and Mr. White will compile ongoing issues with HMIS and report back to the Committee to address and develop an action plan for service providers.

The Action Plan outline is as follows:

1. Timeline
2. Action
3. Consequences

The Committee will also review the Coordinated Agreement.

IV. Next Peer Review

A. The Neighborhood Center

Monitored by HUD at the end of June 2016, Jeff White has provided guidance as they prepare.

B. VFCCH/SMA

Monitored by HUD at the end of June. Jeff White has monitored SMA.

C. HUM

HUD will be monitoring them in August, Jeff White will provide guidance to them as it is requested.

Due to the amount of grant funneling through the Lead Agency, Mr. White is going to compile all the grant checklists into one master checklist. This will decrease the

amount of monitoring to one instead of multiple monitoring per year. The one monitoring per year may take a day or day and a half to finish.

It was suggested that Jeff White hold a service providers meeting for not only Executive Directors but front line staff as well to discuss service performance measures.

V. Action Items:

1. Email Coordinated Entry Policy and Procedures to CoH service providers for review and feedback.
2. Email data plan to Committee for review and feedback.
3. Compile HMIS ongoing HMIS issues and report back to the Committee to develop an Action Plan for service providers.
4. Victoria Brown-Searle will schedule a service providers meeting.

VI. Old Business

A. Review Scheduling of Membership Fees

Victoria Brown-Searle gave an overview of the status of the CoH membership fees to date. It was suggested that she create an invoice and send it out to the current membership.

B. HMIS Evaluation Survey

The evaluation survey is being used regularly after each training. Michelle Wilson has only received a few survey responses back to date. It was suggested to Ms. Wilson to switch survey forums from Google to Survey Monkey and only send it out twice a year with some questions such as "What training are you evaluating?" and "What was missing from the training?".

VII. New Business

Robin King address the decreasing number of Committee members. It was suggested recruiting new members at the Annual meeting and that there would be a section placed in the Governance Charter requiring Board members to participate in at least one Committee.

Victoria Brown-Searle informed the Committee that the Application Committee decided to automatically prioritize the HMIS and Coordinated Entry Grants this year.

VIII. Adjourn

There being no further business, the meeting was adjourned at 2:46 p.m.

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

Chair Signature: _____

Next Meeting August 10, 2016

