

**Volusia-Flagler Continuum of Care
HMIS Committee Meeting Minutes**

Thursday, Sept 17, 2015

12:00 PM – 1:00 PM

SMA Behavioral, 1220 Willis Ave., Daytona Beach

Attendees: Jeff white, Cheryl fuller, Robin King, Sheila Jennings, Loretta willary, Carl Epley

I. Welcome and Introductions – Robin King, Chair

Robin King called meeting to order at 12:05pm. Introductions were made and Ms King Welcomed Carl Epley, first time attendee.

II. Review Prior Minutes – Robin King, Chair

Ms King called for review of prior minutes. Motion was passed to accept minutes.

III. Fee Policy Statement –revised

Ms King introduced Fee Policy statement that Jeff White had revised. Budget was also distributed. Carl Epley inquired about recurring license fees as opposed to the annual user fees. Jeff White called Alan Wilcox/VFCCH bookkeeper for explanation of fees. Mr. Wilcox reported that Bowman charges a one time fee for licenses and the intent was to pass on the fee to all agencies in order to balance budget however he would look further into the matter for a more detailed explanation. Mr White reported he would clarify with Mr. Wilcox all Bowman fees and revise fee policy for presentation to the Steering committee. Ms. King requested staffing it with her prior to the Steering Committee.

IV. Monitoring Committee

a. Sample checklist

Mr White presented a HUD generated checklist for peer review purposes. Cheryl fuller reported that it looked very complete as it addressed all issues to include not only CoC and ESG but also admin, program, operations and data entry. It was suggested that as administration of agencies is required for funding applications, this should be left out of on site monitoring. Mr White reported that the checklist is not as cumbersome as it seems as all programs are included in the doc however not all of the review documents apply to every program being monitored.

b. Peer Quality Review

Cheryl fuller reported that it might be a good idea to do a pilot with this document to see the efficacy of it. Mr white offered up My Place Apartments as a pilot site. Ms King suggested it might be better to pilot another program unrelated to VFCCH in order to maintain transparency. Carl Epley suggested his organization's ESG as a pilot. Mr White and Ms Fuller will coordinate the pilot, hopefully before next HMIS meeting.

Action Item: Ms Fuller and Mr White will coordinate pilot preview.

V. Referral Requirements Between Programs/Projects

Mr White presented a power point handout which details the referral process through HMIS. Being limited by time this would be reviewed and presented at the Steering committee.

Action item: Mr White will present to the Steering committee on 9/25/15

VI. HUD CoC HMIS grant application

Mr White reported the dire need to apply for HMIS funding under the 2015 HUD NOFA. He explained this would provide relief to VFCCH and the agencies as it would include some costs for licenses which would be absorbed by the grant and therefore not passed on to the agencies.

Mr White will prepare HMIS and Coordinated Entry Applications for the HUD CoC Competition

VII. Action Items:

1. Ms Fuller and Mr White will coordinate pilot preview.
2. Mr White will prepare HMIS and Coordinated Entry Applications for the HUD CoC Competition
3. Mr Wilcox will update budget

VIII. Old Business

IX. New Business

X. Adjourn: 1:15pm

Minutes prepared by: Jeff White

HMIS Chair: _____

Next meeting October 15, 2015, Salvation Army-LPGA