

Commission on Homelessness for Volusia and Flagler Counties

HMIS Committee Minutes

Wednesday, September 14, 2016

1:30 PM – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach

Attendees: Carl Epley, Chenoa Yancey, Jerry Cutter, Loretta Willary, Pat James, Robin King, Tony Deobil, Jeff White, Lyn Hawkins, Victoria Brown-Searle, Clayton Jackson

I. Welcome and Introductions – Robin King, Chair

The meeting was called to order at 1:31 p.m. and Introductions were made. Pat James informed the Committee of her resignation and introduce Clayton Jackson as her replacement on the Committee.

II. Review Prior Minutes – Robin King, Chair

The Committee reviewed the minutes of August 10, 2016. The minutes were accepted as presented.

III. Peer Review Policy and Procedures

Jeff White presented to the Peer Review Policy and Procedures with revisions. A discussion ensued and it was suggested that a draft schedule should accompany the Policy and Procedures when presenting to the Steering Committee and Board. Mr. White stated the intent what the monitoring going forward is to streamline them so they are less time consuming.

IV. HMIS Data Plan Review

The Committee reviewed the updated HMIS Data Plan. Percentages were increased due to HUD requirements. The Committee discussed the various issues regarding the data required for HUD and the VA, agencies who are not cleaning up data or pulling reports. It was suggested that a monthly report from Michelle Wilson on agencies progress. It was stated that triggers should be used to determine if an agency is not following protocol. The Committee will review information provided by Michelle Wilson at the next meeting.

V. Feedback on HMIS training to the agenda

The Committee provided feedback from the HMIS service providers meeting on August 24, 2016. A discussion ensued and it was suggested that Michelle Wilson use webinars for meetings and trainings; Victoria Brown-Searle will look into this.

VI. Action Items:

VII. Old Business

The Committee Reviewed the Coordinated Assessment Agreement with the updated revisions and additional changes were made. Victoria Brown-Searle will make corrections and send the agreement to the Committee for review.

Jeff White informed the Committee that the Coalition will be purchasing new HMIS licenses. The fees will be paid by the user, but the Coalition will retain the license; Mr. White will bring the policy to the next meeting. It was suggested to use the licenses as scholarships to show the value.

VIII. New Business

None at this time.

IX. Adjourn

There being no further business, the meeting was adjourned at 2:20 p.m.

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

Chair Signature:

Next Meeting October 12, 2016