

**Commission on Homelessness for Volusia and Flagler Counties**

**HMIS Committee Meeting Minutes**

Wednesday, February 8, 2017

1:30 PM – 2:30 PM

SMA Behavioral, 1220 Willis Ave., Daytona Beach,

Bldg. 9, Boardroom

*Attendees: Loretta Wilary, Clayton Jackson, Carolyn Dodge, Jeff White, Michelle Wilson, Victoria Brown-Searle, Susan Clark, Lisa Cancel, Liam Sweeney, Mark Geallis, Susan Clark; Absent: Carl Epley, Carrie Baird, Angelia Briggs, Jerry Cutter, Heather Haroldson, Robin King, Tony Deobil*

**I. Welcome and Introductions – Loretta Wilary, Co-Chair**

The meeting was called to order at 1:33 p.m. and introductions were made.

**II. Review Prior Minutes – Loretta Wilary, Co-Chair**

Loretta Wilary will presented the minutes on January 11, 2017 for Committee approval. A motion was made to approve the minutes by Lyn Hawkins and seconded by Roberto Barragan. The motion was approved unanimously.

**III. Security Plan Discussion**

The Committee and Executive Directors discussed the idea of having a designated person at each agency who would serve as the HMIS Site Technical administrator. Michelle confirmed with Bowman Systems that this person could pull reports and monitor the data quality, but would not have the capability to enter data into the system. It was determined that further discussion on this plan is needed.

**IV. Data Issues Discussion**

The Committee discussed reporting and data issues. It was stated that agencies are having capacity issues and have not been able to pull reports. It was suggested that the agencies try to pull 5 reports a week for the next four weeks and report back to the Committee on their progress. The Executive Directors agreed to have their agencies work on pulling the reports for the Point-in-Time Count permeant supportive housing and transitional housing projects. It was requested for an email to be sent with directives.

**V. HMIS Policies and Procedures**

The Committee will discuss the policies and procedures at the next meeting.

**VI. Old Business**

No old business.

**VII. New Business**

Michelle Wilson informed the Committee about HUD updates and the upcoming changes to APR reporting.

**VIII. Next Meeting**

Loretta Wilary requested that the Committee meeting is scheduled for a 2-hour block to allow enough time for discussion.

**IX. Adjourn**

The meeting was adjourned at 2:39 p.m.

*Minutes prepared by: Victoria Brown-Searle, Staff*

*Committee Co-Chair: \_\_\_\_\_*

*Next Meeting: March 8, 2017*