

Volusia-Flagler CoC Minutes of the HMIS Committee

Date: April 16, 2015 11:00 – 12:30 PM

Location: 1220 Willis Ave. , Daytona Beach

Members in Attendance: Robin King; Richard Curley; Susan Clark; Cheryl Fuller; Pat James; Michele Wilson, Jeff White, Sheila Jennings

Members Not Present: , Loretta Willary, , Bill Fletcher, Gary Meredith, Donna Dooley

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 12:04 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. Data Standards and Policies	<p>Data standards identified for discussion: Data quality Report; Robin King brought forth that there needs to be a Corrective Action Policy to go along with the Report schedule to include HMIS committee taking responsibility for implementation of Corrective Action Plan for . VFCCH would report on Data quality and status of any corrective actions that were implemented but not directly responsible for generating and enforcing POA.</p> <p>Jeff White brought up revision of user agreement to verbiage stating that HMIS trainings can be charged for. Also look into including VI –SPDAT implementation into the agreement - implementation leading to increasing coordination of services within the CoC. This is a work in process and will be addressed over time. Robin King /Cheryl Fuller both</p>	<p>• Present Revised Data Quality Policies and Procedures</p> <p>Send out HMIS user agreement for review/revision</p>	<p>• Staff</p> <p>Jeff White/committee members</p>

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	suggested that the revised agreement be sent out to committee members for review and suggestions.		
4. HMIS Budget	<p>Jeff White indicated he was looking into the budget to see where it could be trimmed. Robin suggested assigning a value to technical assistance and coming up with a fee schedule which would be fair to HMIS user agencies. Robim King also explained how Career Source could be used as a possible reimbursement mechanism for agencies who get training.</p> <p>Robin King put forth that the HMIS budget should be reviewed by a separate break out committee from HMIS/other committee members that are not directly involved with HMIS as to be more objective in Nature. Committee was in agreement with this strategy.</p> <p>Committee suggested that it might be good to have a workshop for providers/community members on the value and intricacies of HMIS and what it would be used for and accomplish to increase funding opportunities</p> <p>Robin also suggested Taking HMIS to the Cities/municipalities as a way to generate increased involvement and grant revenues</p>	<ul style="list-style-type: none"> • Present HMIS Budget Funding review 	<ul style="list-style-type: none"> • HMIS Budget Break out committee
5. other business	Robin King brought up the need for non-funded individual and agency involvement in the HMIS planning process. She suggested that interested parties like Bill Fletcher of the News journal who has expertise in the area of HMIS would	<ul style="list-style-type: none"> • Reach out to Bill Fletcher 	<ul style="list-style-type: none"> • HMIS committee members.

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	<p>be a good source for planning and identifying upgrades/changes which would benefit the CoC as a whole.</p> <p>HMIS user survey was discussed as a way to identify agencies issues with the system. Michelle Wilson pointed out that Bowan, Inc. is in control and certain items cannot necessarily be changed based on the response from the different agencies. Cheryl fuller suggested the survey be looked at to give a better idea of where HMIS committee can make recommendations. Some Suggested Revisions: types of reports desired by agencies, frequency of use of existing reports, use of updates, use of google chrome and computer access to implement software, change of agencies intake form/universal/last update of "paper forms"</p>	<p>Revise survey with added suggestions</p>	<p>HMIS committee members.</p>
6. Schedule Next Meeting	The next meeting was scheduled for May 21, 2015 at 12:00 PM. @ 1220 Willis Ave. Daytona	•	•
7. Adjournment	Adjourn: There being no further business, the meeting was adjourned at 1:15 PM	•	•

Respectfully Submitted by: Jeff White

Approved by vote of the VFCoC HMIS meeting on _____

Robin King/Cheryl Fuller , Co-Chairs _____