

Commission on Homelessness for Volusia and Flagler Counties

HMIS Committee Meeting Minutes

Wednesday, March 8, 2017

1:30 PM – 3:30 PM

SMA Behavioral, 1220 Willis Ave., Daytona Beach,
Building 9; Board Room

Attendees: Loretta Wilary, Jeff White, Michelle Wilson, Victoria Borwn-Searle, Lyn Hawkins, Carolyn Dodge, Susan Clark, Liam Sweeney, Roberto Barragan, Heather Haroldson, Donna Dooley, Demetra Murphy; **Absent:** Carl Epley, Carrie Baird, Angelia Briggs, Jerry Cutter, Robin King, Tony Deobil, Lisa Cancel, Mark Geallis

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

The meeting was called to order at 3:07pm and introductions were made.

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

Loretta Wilary presented the February 8, 2017 minutes for Committee approval. A motion was made to approve the minutes by and seconded by

III. **Monitoring/Peer Review**

Updates were provided on the status of 2017 monitoring visits. To date, the site visits for New Hope, Catholic Charities, HUM and NCWV have been completed with follow-up required at NCWV. Family Life Center is scheduled for 3/29/17 and The Salvation Army is being rescheduled due to a change in Executive Director. My Place Apartments is on the monitoring schedule for June.

IV. **New HMIS Client Consent/Release of Information**

As a result of monitoring visits, it was discovered that not all agencies were in compliance with having signed client consents for entry into HMIS. The VFCCH developed a HMIS Client Consent form which was presented. The group discussed whether this form should be mandatory across all agencies participating in HMIS. It was noted that for policy and consistency sake, best practice is to standardize the form. Concerns were raised however; that conversion to this form could result in increased barriers for clients accessing services at The Salvation Army. It was agreed the form will be sent out to the HMIS Committee again to be revisited next month.

V. **ART Reporting Update**

Michelle provided a report of “Who/What/When” for ART users frequency of running reports. A reminder was given that these reports should be run at least every two weeks. Discussion took place around the amount of time necessary, which reports are required, and the lack of time/resources agencies have to complete these tasks.

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VI. Data Issues Update

Michelle Wilson reported that Performance Measurements are due to HUD by May 31, 2017. Currently, 30% of clients are returning to homelessness according to what's entered in HMIS. Michelle also informed everyone that starting April 1, 2017, all APR's will be pulled directly from HMIS and will not allow for any changes to be made unless corrected in HMIS.

VII. Security Plan Discussion

The current Security Plan was reviewed and minor edits were suggested pertaining to titles used. The committee approved the Security Plan as amended.

VIII. HMIS Policies and Procedures

The review of the HMIS Policies and Procedure document was initiated, however, time limited the extent of the review. One needed edit that was decided on pertains to page 2, number 2 changing the language to "HMIS Site Security Officer".

Further review of the HMIS Policies and Procedures was tabled to the next HMIS Committee meeting.

IX. Old Business

Lyn Hawkins, Coordinated Entry Systems Navigator, reminded the group that matrix's have been requested.

X. New Business

The next HMIS Committee Meeting is scheduled for Wednesday, April 12th at 1:30pm.

XI. The meeting was adjourned at 3:30 pm.

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