

Commission on Homelessness for Volusia and Flagler Counties

HMIS Committee Meeting Minutes

Wednesday, April 12, 2017

1:30 PM – 2:30 PM

Career Source, 329 Bill France Blvd., Daytona Beach,
Board Room

Attendees: Loretta Wilary, Jeff White, Victoria Brown-Searle, Carolyn Dodge, Liam Sweeney, Roberto Barragan, Chet Bell, Ivelisse Cancel; **Carl Epley;** **Absent:** Carrie Baird, Angelia Briggs, Jerry Cutter, Robin King, Tony Deobil, Mark Geallis

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

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

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

Loretta Wilary presented the March 8, 2017 minutes for Committee approval. Carolyn Dodge stated the motions to pass and second the approval of the February minutes failed to be included. The minutes will be amended to include that Lyn Hawkins made the motion to pass and Roberto Barrigan seconded. A motion was made to approve the March 8, 2017 with this amendment by Roberto Barrigan and seconded by Liam Sweeney.

III. **Review Monitoring Letters**

Monitoring result letters for Halifax Urban Ministries, Neighborhood Center of West Volusia, Catholic Charities and New Hope were distributed for review. NCWV has been notified that a corrective action plan is required to address their findings

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

The new HMIS Client Consent/Release of Information form which was first presented March 8, 2017 was revisited. The group discussed whether this form should be mandatory across all agencies participating in HMIS. The HMIS Committee approved the form and agreed it will be recommended as the standardized version. The Salvation Army states they will continue to use their own HMIS Client Consent form.

V. **New User Request Form**

The new User License Request form was reviewed. A suggestion was made by Liam Sweeney to add an option to select "Other" as a type of program site and provide an area for description. The adoption of the form was approved, pending this change.

VI. **APR Reporting and Data Issues Update**

a. Agencies Progress

Carl Epley stated that he spent 45 minutes pulling reports and has many more to do. He is tracking how long it takes to run all of the NCWV's reports. Carolyn Dodge reported that she's begun meeting with case managers and providing technical assistance. She noted that case managers have expressed that when error reports are just turned over to them without explanation, they are unsure how to proceed.

VIII. **HMIS Policies and Procedures**

The review of the HMIS Policies and Procedure document pages 8-12 was completed. Review will start on page 13 at the next HMIS Committee meeting.

IX. **Old Business**

None

X. **New Business**

The next HMIS Committee Meeting is scheduled for Wednesday, May 10th at 1:30pm.

XI. The meeting was adjourned at 2:30 pm.