

# CoC HMIS Committee Meeting

Career Source at Capital Region at 2601 Blair Stone Rd, #200  
TLH, FL 32301

11/10/16 at 2:30p

## Welcome and Introductions

**Cindy Blair**, VP/Chief Organizational Improvement and Planning Administrative Liaison, Tallahassee Memorial Hospital; **Jake Reiter**, Director of Shelter Operations, The Kearney Center, **Paul Fortier**, HMIS Director, Big Bend Homeless Coalition; **Racquel Wiles**, HMIS Support Coordinator, Big Bend Homeless Coalition

### [Meeting Minutes]

#### Dashboard Report

- **HMIS Orientation**

- **[Previous Status Report]**

- Not much to report due to the last meeting being held in January 2016 and staff turnover since. There has been a transition of roles; Amanda Wander is no longer with the agency, and the HMIS Support Coordination position has been filled by Racquel Wiles as of March 1, 2016. Johnna Coleman is now serving as the Coordinated Intake and Assessment Coordinator for our CoC.
- This is the first CoC HMIS Committee Meeting being held with Cindy Blair serving as the new chair on the CoC Executive Board.
- HMIS Status report from last held meeting in January was provided to Cindy Blair (document prepared by Sylvia Smith and Paul Fortier).

- **[Project Overview]**

- Discussion of upcoming changes in HMIS with the new reporting tool, Qlik Sense
  - Cindy Blair is already quite familiar with this reporting tool as it is utilized in her line of work with Tallahassee Memorial Hospital
- Overview of current HMIS participating providers; identified those needing contract renewals

- **[MOA Update]**

- A MOA was drafted and will be distributed to the CIA Board for review. This MOA will need to be sent out to service providers as soon as possible.
- This draft is being reviewed due to changes being made to combine CIA into HMIS.

- **[Recent Activities]**

- A brief review of the *seven* system performance measures that now serve as the baseline for testing the effectiveness of our CoC's HMIS usage and programmatic success
- Overview of current participating providers; identified those with upcoming contract renewals
- Attendance to recent Collaborate training in New Orleans, LA.
- Maintenance of HMIS google site
- Data quality reports being run and sent out on a quarterly basis
- Provided trainings/coaching/troubleshooting to agencies participating in HMIS (outlined in supporting HMIS Status report that was provided to Cindy Blair).

- **[AHAR Draft & Follow-up]**

- Meeting had a late start and rolled into the CoC Exec Board Meeting; the AHAR draft is a very lengthy document. A copy was provided to Jake Reiter for review and Paul will email this to

Cindy post the meeting. Follow up regarding the AHAR will be done at the next CoC HMIS Committee meeting.

- **User Candidate Appeal**
  - ***[User eligibility policy]***
    - Brief overview of the HMIS User Eligibility policy and the outcome when an applicant is unable to sign the affidavit due to acknowledgment of a criminal history.
  - ***[Candidate appeal]***
    - Committee reviewed HMIS applicant's background screening, supporting docs, and a motion of approval was made by Cindy Blair. She will report results of this decision regarding the user appeal to the entire CoC Exec Board in the upcoming meeting.
    - Jake Reiter present to vouch for and answer any questions related to the applicant's appeal.
  
- **Outstanding Issues**
  - ***[Administrative Fee]***
    - Discussion of who currently pays this fee and who else should be able to. This is a hot issue and will be the focus of conversation in the next CoC HMIS Committee Meeting. A decision needs to be made as soon as possible so that HMIS renewal invoices for FY 16-17 may be revised and sent out.
  - ***[Review user eligibility policy]***
    - Cindy Blair made a recommendation to consult with Meg Baldin to have the current user eligibility policy reviewed
  
- **Miscellaneous**
  - ***[Discussion of reoccurring meetings]***
    - *Meeting was cut short due to a late start and the start of the following CoC Exec Board meeting*
      - The HMIS Staff Status report that was provided to Cindy Blair outlines "Future HMIS Committee Topics and Future Staff Objectives" that will be discussed at greater length in the next CoC HMIS Committee meeting.
    - CoC HMIS Committee agreed to set reoccurring meetings to coincide with CoC Board Meetings.
    - Next meeting date and location to be determined.