**Minutes Written By:** Dawn VanKuren

**Members Present:** Jim Hulse (CoC HMIS), Justin Roberts (OFB), Dawn VanKuren (FRS), Debbie Hulse, Jay Meredith, Michele Napolitano (FRS),

Morgan McGregor (VOA), Rebecca Rathmell (CoC), Mike Ross, Steve Carson (CoB), Judy Wingate-Wade

**Members Absent:** Mike Pisa, Debbie Eisenberg, Sara Pautard (VOA), Joanne Bragonier,

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| **Meeting Minutes** | Justin made motion for December minutes to be received. Debbie seconded. Passed. |
| **Updates** | Review of APR Performance Report that Jim sent this morning. Blue represents those who have until March 31 to submit. Orange could potentially be in Tier 2. This shows where we are for upcoming 2016 NOFA (always a year behind). Keep in mind NOFA committee does intend to adjust measurement tools. This is the performance of every program, not saying this is their score. Not every grant runs the same cycle. Recommend to NOFA next year that ILP does not get ranked due to lack of data. Added user log in data to help keep track. These numbers are actual performance data – contingent on how many people leave before end of seven month. This represents permanent housing not ESG. Agencies are suppose to present their APR to the CoC, however, this has been lacking. This shows where programs are struggling and will allow us to offer tech assistance to those who are not doing well. It also allows for transparency of programs. There is time to currently help those that need it, to look at the areas of the program which are weak and how can we address these. We will look at potential trainings for the staff. There is opportunity within the challenge. As new grants start we will add and continue to monitor. This will be helpful for the NOFA. This report will be added to the website. Thank you Jim for putting this together. |
| **HMIS** | Testing new version of ClientTrack. Nice, but will definitely need training. Has a new help tool. Debbie to create a short PowerPoint for training purposes. Functionality is the same, visually different. Semi user friendly. Anticipated release end of February.Grant HMIS 2 (outlying counties only) and coordinated entry. Jim talked with Alex, aiming for April 1. Looking at filling 2 positions for Coordinated Entry. Looking for Bachelors level education and above with computer skills. Need to educate and then hold agencies to “Housing First” model.HMIS is looking at another huge update in October. |
| **Policies and Procedures** | **Data Quality/Policy and Procedure Committee**: Justin Roberts, Judy Wingate-Wade, Debbie Hulse, Michele Napolitano, Michael Ross.1. Data Quality Plan - can be used and adapted to our needs. If Debbie can adopt and change to our name then bring back to subcommittee. Work on monitoring tool and process. We have last years and we will obtain NYC’s so that we can view. Goals – in process, to be out Monday.

**Reporting Committee**: Jim Hulse, Rebecca Rathmell, Justin Roberts, Michele Napolitano, Marfa, Michael Ross, Morgan McGregor, Sarah PautardUpdated and timed to be submitted with the NOFA. Newest copy Jim uploaded and will send. Natalie would like a current copy of p&p.Review and finalize. Send to Natalie for review. |
| **Training** | Do we still want to use train the trainers? Con is if the trainer leaves the company. Suggested to train two trainers rather than one, a primary and a secondary.Mandatory trainings in January when we make switch over to HMIS. Videos available for this training. Looking at trainings via webinar.Cross training – Rebecca and NOFA committee. |
| **Newsletter** | To go out in February. List of acronyms to be included. |
| **Reporting** | February we will upgrade client track to v15. Users will need to be trained during mandatory meetings or possibly by webinar. Steve/Jim working on caper. Steve needs performance measures based on something in HMIS. Need to be done annually prior to ESG recommendations. Will occur in the Fall next year. HMIS or NOFA overall budgeting for spring action plan. NOFA = funding/HMIS = data – should we keep breaking in sections/percentage. Yes, keep breaking up. Should we be changing percentages? Depends on performance. Performance will have two impacts - spring for action plan and fall for specific programs. This is where monitoring plays a larger impact.In the future we will be responsible for reporting domestic violence data. We need to supply an alternative database as they cannot be included in our HMIS database with other agencies. Jim is looking into quotes and options for alternatives. Coordinated entry notices address how to handle domestic violence. How do we approach domestic violence agencies to encourage them to embrace sharing the data?We need to decide about the data warehouse input. |
| **Quality Control** | Quality control will reflect system logins and how many times a person is using the system. If a program is not performing well, this could give insight as to why not. Jim would like to get template completed for info graphic and log on. Jim to complete using Excel and other Microsoft products.Each login must be within thirty days. If not, you will be logged out and will need to have your login reset, there may be a fee attached for this.Passwords will need to be changed every thirty days.Security subject to HUD compliance. Annual background checks for those having access to HMIS. |
| **Discussion** | Shelter Net website was taken down several years ago. Should we consider activating it again as we need to be putting data out to the community. This is where all trainings could be. Look to use Share Point, Skype, videoconference.Why doesn’t anyone do a SAMHSA PATH project? Tompkins currently has one. Look into applying for this grant. |
| **New Business** |  |
| **Upcoming Meetings** | February 24 **@**10:00 am @ Fairview Recovery Services, 5 Merrick Street, Binghamton, NY 13904**2017 meetings: March 24, April 28, May 19, June 23, July 28, August 25, September 22, October 27, November 17, and December 15** |