**Minutes Written By:**  Dawn VanKuren

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

Rebecca Rathmell, Debbie Hulse, Amy Elliott (FRS), Rodina Fernandez (FRS), Danielle (VOA)

**Present by Phone:** Steve Carson, Jai Meridith

**Members Absent:** Mike Pisa, Debbie Eisenberg, Joanne Bragonier, Judy Wingate-Wade

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| **Meeting Minutes** |  |
| **Updates** |  |
| **HMIS** | OTDA will be requiring DSS’ to be on HMIS. Encouraging! They are submitting for HUD TA specifically focus on the local DSS’ participating in HMIS.  Client Track – hoping to run off the exports and will have the ability to give agencies data each month by the 15. Also we will have the data quality reports and assessment dates to everyone. Amy having difficulty doing annual assessments, Jim to help her on Tuesday. Should we consider moving the HMIS meeting to the second week of the month so that we have the ability to review reports prior to CoC meeting. |
| **Policies and Procedures** | **Data Quality/Policy and Procedure Committee**: Justin Roberts, Judy Wingate-Wade, Debbie Hulse, Michele Napolitano  **Reporting Committee**: Jim Hulse, Rebecca Rathmell, Justin Roberts, Michele Napolitano, Marfa, Michael Ross, Morgan McGregor, |
| **Training** | **HMIS Training:** January 16. Pertaining to Coordinated Entry and discharging persons. There has been issues with doing exports for the APR’s due to data mismatch. Other problems have been merging contracts together. HUD continuing to work on databases to eliminate glitches. Morning session will be HIPAA and the afternoon will be Coordinated Entry. |
| **Coordinated Entry** | Doing well. Considering closing down one day a month to make sure data is complete. Implementing a kiosk for video call meetings. |
| **Newsletter** |  |
| **Reporting** | **AHAR:** Best AHAR we have done. We had to move 12 beds into family so that it reflected an actual count. Jim would like to do a test review of the housing inventory for all of the agencies in early January. AHAR data will come directly from HMIS. Need to make sure physical inventory matches what is in the charts. Jim will check physical inventory. All about performances. HIC and PIT CDP1708 - useful guide. 2018 PIT for shelter will come out of HMIS. Those not in HMUS will come from paper sheet. Jim will run the agency report for PIT for agencies.  There is a capacity in HMIS to account for hotel motel that are not on our HIC, housing inventory chart, this needs to match our PIT. Is it worth adding this component? Is it helpful? If we were getting all the necessary information from DSS, that is helpful. Since it is a one-time count it is not a benefit. |
| **Quality Control** | Jim will get ESG monitoring documents together over the holidays to review and vote on. Rebecca to send information to Steve Carson. |
| **Discussion** | Justin made motion to move meetings to the second Friday of the month for meetings beginning January 2018. Rebecca seconded. Motion passed. |
| **New Business** |  |
| **Upcoming Meetings** | **January 12, 2018 10:00** |