**Minutes Written By:** Dawn VanKuren

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

Rebecca Rathmell (CoC), Judy Wingate-Wade

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

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| **Meeting Minutes** | Minutes reviewed. Justin made motion to accept, Rebecca seconded. Passed. |
| **Updates** |  |
| **HMIS** | HMIS upgrade is to be at 4:00 on March 3rd. Training was pretty much straight forward. Only real change is initial visual view. Workflow remains the same. Most everyone is trained. |
| **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 Pautard  Updated 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** | Jim sent out two data quality plan examples. These were reviewed and discussed. Monitoring frequency is monthly review for timeliness and data completeness, annual review for data accuracy. Will have Debbie adapt this towards us and bring it to next month’s meeting, then we will present it to the CoC.  Justin is requesting not see the actual APR’s, removing potential bias.  New HUD reporting days. PIT begins March 1. Currently have FRS, VOA, YWCA. Hoping to get Broome Hotel/Motel.  APR requirements. To be an export. Programmed to go April 1.  ESG performance measures for City of Binghamton (Rebecca to contact Steve to obtain this). Rapid Rehousing – up to date, services entered correctly, shelters – how many serving? How many turning away? Jim recommends things that are actually measurable. This is data that Jim, Rebecca, Steve, and Debbie will be able to access.  NOFA process has been moved ahead. Rebecca has received no feedback on information sent about dates moved. NOFA meeting is on March 8th. |
| **Quality Control** | Monitoring tools – from Dale Buffalo Homeless Coalition – reviewed their checklist monitoring tool.  If an agency has not been monitored in the last three years by HUD you receive 40 points. No longer randomly monitored. To be monitored if cause arises. VOA and YWCA have been monitored in that time period. Jim and Rebecca to work on point system to review fairness. Rebecca will take this new monitoring tool to work on. Will need to have this in place in March. Agency will be notified ahead of time when they will be reviewed and what will be reviewed. HMIS/CoC monitoring to take place once per year. Will be reviewing period pertaining to the APR, CoC recipients. Rebecca to complete by March 3. HMIS & COC Monitoring Procedures point piece. |
| **Discussion** |  |
| **New Business** | Rebecca will be presenting to the City Council on March 6th and hopes to have the ESG guide updated by the 10th. |
| **Upcoming Meetings** | March 24 **@**10:00 am @ Fairview Recovery Services, 5 Merrick Street, Binghamton, NY 13904  **2017 meetings: April 28, May 19, June 23, July 28, August 25, September 22, October 27, November 17, and December 15** |