

HMIS Steering Committee Meeting Minutes

Friday, February 29, 2008

10:30-1:30

MASW Center for Social Justice

Meeting Group: HMIS Steering Committee **Meeting Frequency:** Quarterly
Facilitator: Roy Jones, Chair **Recorder:** John Robertson
Attendees: Heather Bradley-Geary, *MHDC*; James Chapman, *Salvation Army*; Edwin Cooper, *DMH*; Liz Hagar-Mace, *DMH*; Roy Jones, *Community Caring Council*; Deb Little, *MISI*; Randy McCoy, *The Kitchen, Inc.*; John Rich, *Mid America Assistance Coalition*; Cheryl Robb-Welch, *MCADSV*; John Robertson, *MASW*; Anthony Smith, *Family Counseling Center*; Leah Wilson, *The Kitchen, Inc.*; Sandy Wilson, *MASW*.

Minutes

Agenda item: Introductions; Review and Approval of Minutes. **Presenter(s):** Roy Jones

Discussion: November 30, 2007 HMIS Steering Committee Minutes.
 - Change under "AHAR" section on Page 2.

Conclusions:
 - Motion made by Liz Hagar-Mace to approve the minutes as amended.
 - Seconded by James Chapman.
 - Motion passed by unanimous consent.

Action items	Person responsible	Deadline
✓ N/A	N/A	N/A

Agenda item: HMIS Update **Presenter(s):** Sandy Wilson

Discussion: January 30, 2008 Sheltered Point in Time Count, HMIS Staff Changes, HUD SuperNOFA Timeline, HMIS Growth and Funding.
 - Preliminary Sheltered Point in Time Numbers and Methodology.
 - Sandy Wilson title change, Joanne Ivey position change, John Robertson hired.
 - Tentative summer Sheltered Point in Time Count date.
 - Possible effects of late SuperNOFA release.
 - Missouri Housing Development Commission presentation on March 21, 2008 in relation to additional \$30,000 in funding.

Conclusions:
 - Additional funds are needed to provide a match for upcoming HUD HMIS expansion grant.

Action items	Person responsible	Deadline
✓ Pass on any possible funding sources to HMIS staff	Committee Members	Ongoing

Agenda item:	HMIS Project Expansion Update	Presenter:	Sandy Wilson, Deb Little, John Rich
Discussion:	<p>Northland CoC joining Balance of State Continuum, Data sharing through “bridge” between MISI and MAACLink.</p> <ul style="list-style-type: none"> - Reasons for joining the Balance of State Continuum. - How the “bridge” works and the associated costs. - Possible precedents set by allowing this bridging in of data for future agency additions. 		
Conclusions:	<ul style="list-style-type: none"> - Motion made by Cheryl Robb-Welch that the process of creating user agreements and policies that allow the link between MAACLink and MISI should be undertaken so that the policies established by this committee are still upheld and intact. <ul style="list-style-type: none"> - Seconded by James Chapman. 		
Action items	Person responsible	Deadline	
✓ Continued set-up and completion of the “bridge.”	HMIS Staff, MISI, MAACLink	Ongoing	

12:00 pm – 12:30 pm: Lunch

Agenda item:	HMIS Project Expansion Update (cont.)	Presenter:	Sandy Wilson
Discussion:	<p>Review of Forms and Policies in Relation to Former Northland Agencies.</p> <ul style="list-style-type: none"> - Possible need for verbiage changes to existing forms and policies. - Need to compare MAACLink and HMIS forms and policies. - Wrong name for Continuum of Care in existing forms. 		
Conclusions:	<ul style="list-style-type: none"> - Motion made by Heather Bradley-Geary that all referrals to the “Missouri Statewide Continuum of Care” be changed to “Balance of State Continuum of Care” in all HMIS forms and policies. <ul style="list-style-type: none"> - Seconded by Edwin Cooper. <ul style="list-style-type: none"> - Motion passed by unanimous consent. 		
Action items	Person responsible	Deadline	
✓ Sharing of forms and policies for comparison purposes.	MAACLink, HMIS Staff	ASAP	
✓ Group formed to meet and look at possible verbiage changes, to be presented at next meeting.	HMIS Staff, HMIS Steering Committee	ASAP	

Agenda item: Nominations/Elections for 2008 Committee Chair **Presenter:** Roy Jones

Discussion:

Addition of a Vice-Chair Position, Nominations for 2008.

Conclusions:

- Motion made by Edwin Cooper to create a Vice-Chair position within the HMIS Steering Committee.
 - Seconded by Cheryl Robb-Welch.
 - Motion passed by unanimous consent.
- Liz Hagar-Mace nominated for 2008 Chair position.
- Deb Little nominated for 2008 Vice-Chair position.
- Vote called by Roy Jones for approval of Liz Hagar-Mace as 2008 HMIS Steering Committee Chair.
 - Approved by unanimous consent.
- Vote called by Roy Jones for approval of Deb Little as 2008 HMIS Steering Committee Vice-Chair.
 - Approved by unanimous consent.

Action items

Person responsible

Deadline

✓ N/A

N/A

N/A

Agenda item: Other Items; Next Meeting Date; Adjourn **Presenter:** Sandy Wilson

Discussion:

Aligning future HMIS Steering Committee meeting dates with meetings of the Governor's Committee to End Homelessness.

Conclusions:

- Motion made by Liz Hagar-Mace to align the remaining 2008 HMIS Steering Committee meeting dates with the Governor's Committee to End Homelessness meetings in Columbia.
 - Seconded by Deb Little.
 - Motion passed by unanimous consent.

Action items

Person responsible

Deadline

✓ Check on availability of meeting room at USDA Rural Development office in Columbia for those dates.

HMIS Staff

ASAP

✓ Send out updated meeting schedule to all members of the HMIS Steering Committee.

HMIS Staff

ASAP

Other

Handouts:

Meeting Agenda, November 30, 2007 HMIS Steering Meeting Minutes; HMIS Agency Partner Agreement; HMIS User Policy, Responsibility Statement, and Code of Ethics; HMIS Client Consent – Release of Information; HMIS Client Revocation of Consent to Release Information; HMIS Consumer Notice; HMIS Privacy and Security Notice; 2007 HMIS Partner Agency Site Visit Checklist; GCEH “The Plan to End Homelessness in Missouri” placemat brochure; Sub Shop Checklist Menu.