

# HMIS Steering Committee Meeting Minutes

Monday, August 4, 2008

1:00pm - 4:00pm

USDA Rural Development, Columbia, MO

**Meeting Group:** HMIS Steering Committee

**Meeting Frequency:** Quarterly

**Facilitator:** Liz Hagar-Mace, Chair

**Recorder:** John Robertson

**Attendees:** Heather Bradley-Geary, *MHDC*; Jim Chapman, *Salvation Army*; Edwin Cooper, *DMH*; Mandy Fangmann, *MHDC*; Michelle Garand, *Community Partnership of the Ozarks*; Liz Hagar-Mace, *DMH*; Jenni Holtaway, *MHDC*; Nancy Masner, *OACAC*; Randy McCoy, *The Kitchen, Inc.*; John Rich, *MAACLink*; John Robertson, *MASW*; Emily van Schenkhof, *MCADSV*; Nathan Stock, *MHDC*; Leah Wilson, *The Kitchen, Inc.*; Sandy Wilson, *MASW*.

## Minutes

**Agenda item:** Introductions; Review and Approval of Minutes.

**Presenter(s):** Liz Hagar-Mace

**Discussion:**

June 2, 2008 HMIS Steering Committee Minutes.

**Conclusions:**

- Motion made by Heather Bradley-Geary to approve the minutes as presented.
  - Seconded by Nancy Masner.
  - Motion passed by unanimous consent.

**Action items**

**Person responsible**

**Deadline**

✓ N/A

N/A

N/A

**Agenda item:** HMIS Update

**Presenter(s):** Sandy Wilson, John Robertson

**Discussion:**

Staffing Changes, Guided Viewings, July Sheltered Point in Time Count, Training Update, Compliancy Visits, User Survey

- John Robertson working remotely from Springfield until end of year, Will be looking for replacement staff member.
- Guided viewings provided for MHTF staff for future reporting planning.
- July sheltered PIT Count preliminary totals, Challenges and lessons learned, Relation to Housing Inventory Chart
- Online training and review sheets

**Conclusions:** N/A

**Action items**

**Person responsible**

**Deadline**

✓ User Survey compiled with suggestions emailed from Committee

HMIS Staff

ASAP

<b>Agenda item:</b>	HMIS Project Expansion Update, New Business	<b>Presenter:</b>	Sandy Wilson, John Rich
<b>Discussion:</b>	Data "Bridge" Update, Next Steps, Steering Committee Bylaws, OACAC Data Entry for MHTF <ul style="list-style-type: none"> <li>- MAACLink waiting to complete software upgrades before completing "bridge" process.</li> <li>- Proposed HMIS Steering Committee bylaws             <ul style="list-style-type: none"> <li>- Committee membership</li> <li>- Quorum and attendance</li> <li>- Resignation/Removal wording change</li> </ul> </li> <li>- Overlapping HMIS data entry for MHTF</li> </ul>		
<b>Conclusions:</b>	N/A		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ Site visits to Northland agencies	HMIS Staff	ASAP	
✓ Add MCDSV and HHS-HOPWA to membership in draft bylaws	HMIS Staff	Next Meeting	
✓ Email bylaws to Committee for feedback and suggestions	HMIS Staff	Next Meeting	

<b>Agenda item:</b>	Other Items, Next Meeting	<b>Presenter:</b>	Liz Hagar-Mace
<b>Discussion:</b>	Other Items, Next Meeting <ul style="list-style-type: none"> <li>- Next Meeting: Monday November 3, 2008 at USDA Rural Development in Columbia</li> </ul>		
<b>Conclusions:</b>	<ul style="list-style-type: none"> <li>- Motion made by Heather Bradley-Geary to adjourn the meeting.             <ul style="list-style-type: none"> <li>- Seconded by Jim Chapman.</li> <li>- Motion passed by unanimous consent.</li> </ul> </li> </ul>		
<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>	
✓ N/A	N/A	N/A	

Prepared by John Robertson