



**Missouri Association for Social Welfare
Homeless Missourians Information System**

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<http://www.masw.org/HMIS/forms/index.php>

**Homeless Missourians Information System Steering Committee
 June 17, 2010, 10:00am – 2:00pm Minutes**

Members in attendance: Deb Little, Municipal Information Systems, Inc. (MISI); Heather Bradley-Geary, Missouri Housing Development Commission (MHDC); Michelle Allen (via conference call), West Central Missouri Community Action Agency (WCMCAA); Steven Bacon, Department of Health and Senior Services (DHSS); Rachael Bersdale, Comtrea; Rita Cooksey, United Gospel Rescue Mission; Mindy Davis (via conference call), Hillcrest Transitional Housing of Platte County; Kay Eding, Ozark Action, Inc (OAI); Jocelyn Fisher (via conference call), Christian Associates of Table Rock Lake; Linda Fritz (via conference call), North East Community Action Corporation (NECAC); Nancy Masner, Ozarks Area Community Action Corporation (OACAC); Megan Massey, Delta Area Economic Opportunity Corporation (DAEOC); Julie Roark, SERVE, Inc.; and Cheryl Robb-Welch, Missouri Coalition Against Domestic and Sexual Violence (MCADSV)

Members absent: Liz Hagar-Mace, Department of Mental Health (DMH); Gary Busiek, Salvation Army-Midland Division; Jackie Dorsey, The House, Inc.; Cynthia Higgins, Northeast Missouri Community Action Agency (NMCAA); Dottie Kastigar, Community Council of St. Charles; and Randy Sharp, InterServ, Inc; Brian O'Malley, Homeless Services Coalition

Non-Members in attendance: Mario Woods, MCADSV; Emily Van Schankhof, MCADSV; Doris Hallford, Department of Social Services (DSS); and Jason Rauch, DAEOC

Staff in attendance: Lindsay Wallace, Missouri Association for Social Welfare (MASW); Sandy Wilson, MASW; and Roxanne Parker, MASW

Item	Action/Decision Made	Follow-up
Welcome/Introductions	Deb Little, Vice-Chair, called the meeting to order at 10:05am. Liz Hagar-Mace, Chair, is unable to lead the meeting today. Deb led introductions.	
Review & Approval of Minutes	Motion made by Steven Bacon to approve the minutes as presented, seconded by Rita Cooksey, motion passed.	Linda Fritz contacted Sandy Wilson after conclusion of the meeting, the minutes did not reflect her attendance. Secretary, Heather Bradley-Geary, has corrected minutes and will bring for approval at the September meeting.

<p>HMIS Project Staffing Configuration</p>	<p>Sandy Wilson introduced Lindsay Wallace. Lindsay was originally hired as the HPRP Coordinator, however, Joanne Ivey has asked to change her position to assistant. Therefore, Lindsay will replace the coordinator position. MASW is still in the process of hiring a HPRP Coordinator and a .5 FTE assistant.</p>	
<p>Point-in-Time Count Update</p>	<p>Deb Little referenced the updated Point-in-Time Count report from January in packets. Deb explained that MHDC completes the unsheltered count. Steven Bacon inquired about services for people in need of substance abuse services. Rachel Bersdale stated that Comtrea offers those services. Steven is concerned about the number of beds for people needing substance abuse services, as he has received several calls. Sandy Wilson reported that the joint report of unsheltered and sheltered Point-in-Time Counts will be released soon. Heather Bradley-Geary updated the committee on the status of the homeless study conducted by MHDC.</p>	
<p>MOA Revision with MASW and Springfield CoC-Update</p>	<p>Nancy Masner stated that the Springfield CoC subcommittee had met and approved the MOA.</p>	
<p>Guided Viewings</p>	<p>Deb Little asked everyone to sign a confidentiality agreement. Steven Bacon asked for an explanation on acronyms.</p>	
<p>Update on Training for Technical Standards and Domestic Violence Alert</p>	<p>Deb Little reviewed data changes. Deb has concern regarding asking the Domestic Violence questions. Cheryl Robb-Welch is also concerned about the questions and disclosing information. There was discussion about these concerns and how they can be addressed. Deb Little explained that staff</p>	<p>Ethics and Privacy committee formed: Cheryl Robb-Welch, Steven Bacon, Liz Hagar-Mace, Rachel Bersdale, Deb Little, Rita Cooksey, and Nancy Masner.</p> <p>Ethics and Privacy committee will assist in developing training for all HMIS users.</p>

	<p>observation is no longer valid and clients must have documentation, this is for McKinney-Vento funded agencies only. Deb suggested a help button for further clarification, however, Sandy Wilson was concerned that not everyone would click on the help button. Cheryl Robb-Welch suggested a cue button that states privacy issues for all questions. Deb Little suggested ethics and privacy training for all HMIS enrolled agencies. Cheryl Robb-Welch advocated for the training. Julie Roark asked if there was a way to make questions inaccessible, Deb Little stated that due to safety concerns that was not possible. Steven Bacon asked what the guidelines from HUD where. Cheryl Robb-Welch made a motion to develop training on ethics and privacy, Julie Roark seconded the motion, motion passed. A subcommittee was formed to assist with the training, the subcommittee was appointed as follows: Cheryl Robb-Welch, Steven Bacon, Liz Hagar-Mace, Rachel Bersdale, Deb Little, Rita Cooksey, and Nancy Masner.</p>	
Joint Training Opportunities	Sandy Wilson stated they are working on posting webinar trainings on the MASW website.	
Policy/Form Review Committee	The committee has no report. Sandy Wilson had handouts for the committee. Committee consists of Liz Hagar-Mace, Deb Little, MCADSV, Gary Busiek, Julie Roark and Nancy Masner.	
Other Items	Nancy Masner asked if agencies are to continue to use the current consent form. Sandy Wilson stated yes. Julie Roark asked about the HPRP deadlines for reports, Sandy Wilson gave deadlines. Deb Little	<p>Agenda items for September meeting: current forms and how to use data</p> <p>Deb Little will research comparable databases for</p>

	stated that the next meeting agenda needed to have an item about how to use data and to revisit current forms, in addition, how CoC's use data. Doris Halford asked about the Domestic Violence requirements on a comparable database. Deb Little stated she would research this.	Domestic Violence agencies.
Next Meeting	Next meeting is scheduled for September 16, 2010.	
Adjourn	Nancy Masner made a motion to adjourn, Steven Bacon seconded the motion, motion passed.	