

# HMIS Committee Meeting

March 8, 2007

Attendees: David Brubaker, Elise LaClair, Judy Detrick, Lynn Cowart, Mike Chapman, Rosa Reich, Suzanne Randolph

Agencies Represented: 2-1-1 Brevard, Inc., BCCHT, Central Brevard Sharing Center, City of Titusville, Coalition of Hungry & Homeless, Crosswinds Youth Services, South Brevard Sharing Center

Purpose: To review HMIS Committee Mandate; Establish committee member terms and attendance guidelines.

David Brubaker called the meeting to order at 9:30 am.

Opening introductions

February 22, 2007 minutes reviewed and approved.

Review of HMIS Committee Mandate:

Changes placed on table for discussion were: (1) date of document to be changed to March 2007 (2) under section Work of the committee includes, item #2 remove the word 'city' and insert DCF in front of Emergency Services... (3) Item # 7 remove the words 'the homeless' and replace with 'persons'.

A vote was called and seconded – changes were unanimously approved.

Discussion: Item #8, Mike explained “Federal Register Part II “ are the guidelines directed from HUD. These can be obtained online. It was suggested they be downloaded to member’s personal computers for easy reference.

Meeting structure: This subject was tabled until next scheduled meeting. This is a new committee and general consensus is we need to see how things develop before setting a meeting structure.

Attendance guidelines: On the table for discussion were: what makes up a quorum? Can alternates sit in or should we count members by person’s name or by agency? Can an agency attend via conference call? Should absences be counted in real numbers or use percentages?

Findings: A quorum should be 50% +1, membership to the committee shall be by agency, a person may attend (if technology allows) via conference call as long as minutes are taken and it is so noted. Absences – agencies must attend 75% of meetings held within a 12-month period; if not, they will be asked to resign from committee.

A vote was called and seconded – findings were unanimously approved.

Question: Will future committee meetings involve Domus?

Answer: Yes, status only.

Question: Was everyone, attending today, at the Domus demonstration on Feb 22<sup>nd</sup>?

Answer: No

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Survey results of participating agency meeting, Feb 22, 2007. Due to multiple complaints regarding MetSYS software, Mike researched other vendors. There were some great programs out there, but most were cost restrictive. Domus turned out to be a good program and within budget. Domus, like any other new software will probably have a few glitches, but overall it is a much better program than MetSYS.

Mike demonstrated DOMUS to several agency personnel and each survey returned with a 100% yes to DOMUS over MetSYS. He also spoke with other counties in Florida and in California that are using Domus and received favorable comments from all.

Status of conversion from MetSYS to Domus: Mike informed the committee that April 1, 2007 is the startup date for Domus. Friday, March 9, 2007 is the date to stop entering data into MetSYS. A broadcast will be sent to all users that they will not be able to enter data, but will be able to look at their data.

The three weeks in between stopping MetSYS data entry and beginning Domus will be used for training. All current users have completed the Security and Privacy training and since Domus is so easy to use and understand; the classes should last no longer than two (2) hours. Also, one lead person from each agency will be able to take the class and then teach other users at their agency.

Mike will also set us new user ID's and passwords. Since Domus is paid per user, agencies may want to rethink how many users they really require. If someone only goes in once a month or so, you may be able to have someone else do whatever that task is instead of paying for two users. You still CANNOT SHARE USER ID'S. It is a breach of security.

Reports in Domus can be downloaded into Word and Excel. Because of this, Mike will offer classes in these areas. Beginning and Intermediate classes TBD. Advanced classes not likely required; but if so, he will do those as well.

Mike gave a short Domus demo for the benefit of those who had not yet attended a demo.

Community HMIS Self Assessment Process: Handout – Mike briefly covered the self assessment as a tool in measuring progress and areas that require work.

The HMIS System Administrator Checklist for the New Year was also distributed.

Question: Who will report HMIS Committee activity at the CoCC meetings?

Answer: Since Dave Brubaker, as chair, does not normally attend CoCC meetings, Mike Chapman will report.

NOFA HMIS section provided to attendees and explained that this form must be filled out favorably in to order to obtain grants.

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Topics brought up for discussion at next meeting: (1) How to use data quality report and what/how to 'punish' agencies with bad HMIS entry. How to define/measure good from bad data entry. One suggestion to think about is if an agency has continuously bad input, they may not apply for grants from the CoCC. (2) How do we recruit new agencies into the HMIS?

Next meeting of the HMIS Committee is scheduled for Thursday, April 26, 2007 @ 10:00 am location to be the 2-1-1 Brevard, Inc. 625 Florida Ave. Suite 4, Cocoa, FL 32922.

Meeting adjourned 11:25 am.