

HMIS Governing Committee Mandate

Source: 211Brevard, Inc., Lead Agency for the Brevard County Community HMIS
Description: This committee mandate establishes a committee to “support, encourage, and oversee the HMIS.” It puts the committee in charge of decision-making, planning and managing HMIS compliance. The document also mandates scheduled meetings.

HMIS Committee Mandate

(Approved March 08, 2007)

Purpose: To guide the planning and implementation of a community-wide Homeless Management Information System (HMIS) for the Brevard Continuum of Care Coalition BCoCC.

Mandate: In the tradition of the Continuum of Care process, a joint planning committee has been established. 211 Brevard, Inc. is the lead agency in implementing and operating the HMIS project and receives funding by a HMIS/HUD grant. A HMIS Committee to be formed representative of the BCoCC, County Government, along with experienced agency and community representatives, together will support, encourage and oversee the HMIS across the BCoCC

Work of the committee includes:

1. Planning, decision-making, evaluation and facilitation for the continued implementation of the HMIS.
2. Determination of voluntary or mandatory participation and/or recommendation to the County Continuum of Care and D.C.F. Emergency Services Grant processes of participation requirements.
3. Coordination and gathering of incentives, resources, and leverages available to assist programs with participation.
4. Determination of the long-term policy and procedures for the community HMIS.
5. Recommendation about data elements to be collected, intervals for data gathering and community level aggregate reporting.
6. Determine requirements for a standardized intake process.
7. Supporting the rights and privacy of the person’s in determining policy and procedures development.
8. Ensure compliance with HUD’s Final Notice as directed in the Federal Register Part II, Department of Housing and Urban Development, Homeless Management Information Systems (HMIS): Data and Technical Standards Final Notice:

Meetings: The committee meets monthly, with subcommittee meetings throughout the month. Subcommittees are chosen as necessary and may consult with additional agencies and resources in the community. Meeting minutes and supporting materials are available for public review at: www.211Brevard.org Homeless Management Information System (HMIS) page.

Committee Members Term and Structure:

The quorum must be a minimum of 50% + 1 member to hold committee meetings

Committee members are required to be present or presents represented 75% of meetings during a 12 month period, the first period to begin March 08, 2007.

Committee Members

Chair: Dave Brubaker .

Current Members:

Frank Barger	United Way of Brevard
Rosa Reich	Brevard Continuum of Care Coalition Brevard County Housing and Human Services Department
Mike Chapman	211 Brevard, Inc.
Dave Brubaker	Central Brevard Sharing Center
Judy Detrick	Coalition of the Hungry & Homeless
Lynn Cowart	Crosswinds Youth Services
Robynne Hester	City of Titusville
Elise LaClair	South Brevard Sharing Center

*For further information contact HMIS Committee Chair, Dave Brubaker , Phone: 321-631-0306 ;
HMIS Project Manager, Michael Chapman, (321) 631-9290 ;
or any committee member.*

Version Update:
February 21, 2007
February 22, 2007

Original draft presented to the HMIS committee for ratification during the first meeting of the HMIS Committee.
Add names of committee members. Formatting changes.