

HMIS Advisory Board Meeting

February 3, 2016

In Person Attendance:

Lee Trapeni, *Groundworks Collaborative*

Meghan Morrow, *Institute for Community Alliance*

Ingrid Pixley, *Counseling Services of Addison County*

Jessica Makela, *Homelessness Prevention Center*

Chris Brzovic, *Champlain Valley Office of Economic Opportunity*

GoToMeeting Attendance:

Sunnie Lobdell, *Spectrum Youth and Family Services*

Will Townes, *Spectrum Youth and Family Services*

Meg Macauslan, *Champlain Valley Office of Economic Opportunity*

Jennifer Allen, *Institute for Community Alliances*

Adam Smith, *Institute for Community Alliances*

Joel Remigio, *Cloudburst*

Not In Attendance:

Caitlin Ettenborough, *UVM VVS SSVF*

Karina McNamara, *Upper Valley Haven*

1. Establish Officers

a. Officers:

- i. Lee will be Chair
- ii. Chris B. Co-Chair
- iii. **** will be Secretary

b. Group agrees on officers

2. Point In Time

a. HMIS Data and Reports

- i. ServicePoint PIT data for shelters/transitional housing units
- ii. Automatically pulled from ServicePoint
- iii. Accuracy of data confirmed by providers
- iv. System pulls full report (fewer tabs for individual provider reports)
- v. Rapid and Supportive Housing programs have similar reports
- vi. Similar reports (not yet run)
- vii. Also used for CoC Housing Inventory Count

Reports

3. PIT tools/count

- a. This year Vermont CoCs utilized Google Forms along with HMIS

- b. Future options include Google Forms and/or entering demographics directly into ServicePoint
 - c. We should have PIT numbers much sooner this year
 - d. Discussion re: experience with this year's PIT count
- 4. HMIS Advisory Board Governance
 - a. Discussion re: Governance Charter
 - b. Question/conversation re: "in-person meeting"
 - c. Go-to-meetings will be offered at every meeting including annual
 - d. Language to be consistently vice-chair (vs. co-chair)
 - e. Addition of "sending alternative representative" in case board member is not able to participate
 - f. Conversation re: HMIS Advisory Board role for input on policies/procedures
 - g. It was asked if the Board should be reviewing the coordinated entry documents.
 - h. Governance Charter was edited while board was present
 - i. Lee made a motion to vote on the Governance Charter
 - j. Ingrid seconded that motion
 - k. All members were in favor of approving the charter and have it sent out to the CoC leads for CoC approval.
 - i. Lee will be sending these to the CoC leads.
- 5. An Advisory Board Page is being created on the ICA website
- 6. AB documents will be located there

Next meeting to be held Wednesday March 2, 2016 at 1pm.