

## VT HMIS Advisory Board Meeting

August 3, 2016

### GoToMeeting Attendance:

Chris Brzovic  
Jessica Makela  
Meg MacAuslan (had to leave early)  
Caitlin Ettenborough  
Rebeka Lawrence-Gomez  
Sunnie Lobdell  
Lee Trapeni  
Jennifer Allen  
Meghan Morrow

### Not in attendance:

Ingrid Pixley (emailed Meghan to inform Board that she has come to the conclusion that she does not have time to be on the Board, Meghan replied and CCed Lee Trapeni.)

- Last month's minute's approval: Chris B made motion to approve, Jessica M second that motion. All in favor, no objections
- Potential New Members: Jessica has 2 people that were interested in joining. Kristen from Rutland County PCC is interested in joining the Advisory Board. The other person is from BROCC might be interested and would like to see what the AB is all about. Talked about if there should be a number limit to the board. This board hasn't put a limit on the amount of people on the board. Is there a gap of who is represented? Kristen works with the Youth population and is funded by RHY so could potentially be a great addition. Invite Kristen McGee and the BROCC person to the next meeting so they can get a feel for what the Board is all about.
- HMIS Policy and Procedures Manual reviewed and approved
  - Meghan went through the questions and clarification on the questions that the board had. ICA has a report to show what licenses are being used and which are not being used, 3 months would be when ICA would start reaching out to agencies to let them know they have licenses that are not using their licenses. Rebeka and Jessica asked to have this taken out. Lee and Caitlin would like to keep in order to keep agencies accountable to keep their users and their data up to date. Caitlin made motion to keep this in the P&P, Lee seconded the motion. Sunnie and Chris agreed. Rebeka and Jessica opposed. Motion Passed.

- Meghan continued answering the last questions that the board had from last meeting on the P&P

- Ask BoS CoC to review and vote on final draft at their next meeting 8.16.2016

- Ask the Chittenden CoC to review and vote on the final draft at their next meeting 9.8.2016

- Jennifer will send out the Draft to all Advisory board members.
- Discuss annual in person meeting
  - October 5 2016 1pm-3pm
  - Set longer meeting to discuss more details and next year's goals
- Lee motioned to end meeting, Jessica second. Meeting adjourned

Next meeting:

- Review User Agreements
- Review Agency Partnership Agreements
- Agenda for in person meeting

Next meeting to be held on September 7th at 1pm.