

**VT HMIS Advisory Board Meeting
December 7, 2016**

GoToMeeting Attendance:

Meghan Morrow
Caitlin Ettenborough
Jennifer Allen
Jessica Makela
Karina McNamara
Rebeka Lawrence-Gomez
Sunnie Lobdell
Lee Trapeni

Not in attendance:

Chris Brzovic
Meg Macauslan

- Oct and Nov minutes approval:
 - Karina made motion to approve, Jessica second that motion.
 - All in favor, no objections.
- BoS Data Sharing ROI – Approved regional sharing.
 - BoS made a universal ROI
 - Visibility groups will be set up for the regions and agreements will need to be signed by agencies
 - Sharing group – Regions haven't been set yet
 - Statewide sharing group can be done and is up to individual agencies/organizations
 - Sharing Agreement draft – Meghan will send to board
 - Next steps: Identify local sharing groups
- Policy and Procedures
 - Approved by the BoS CoC as long as the Non-Use fee is removed
 - Meghan and Chris will send to Chittenden County CoC to vote and reapprove without the Non-Use fee.
 - Next Chittenden County CoC meeting is January 5th
- ART License follow up
 - Draft Data Quality Plan – ICA wants agencies to own their data and be able to do it on their own.
 - Historical perspective: Agencies weren't allowed to run reports prior to ICA.
 - ICA will start reaching out to agencies in January regarding ART licenses
 - Currently 21 ART licenses being used
 - Grouping for ART licenses – possibly by funding sources
- VTHMIS Newsletter
 - Have BoS send out to the list
 - Rebeka will work with Meghan and Caitlin on sending out some aspects of the newsletter in the BoS emails
 - BoS is looking to reduce the number of emails sent to their constituents
 - Agency spot light and Agency events
 - Photo contest for website
 - ICA can change it quarterly to photos provided by agencies
 - Lee sends out the email to all staff list
- Vermont User Agreement – Each user will read it and sign off. Only new users will need to sign unless changes are made and then all user will need to resign it. We will vote on it next month.

- Meghan will send to board to review and vote on for next meeting.
- Vermont Agency Partnership Agreement
 - Meghan will send to board to review and vote on for next meeting.
- Groundworks is updating their policy and procedures specifically around family shelter operations regarding group meetings and day to day operations.
 - Lee is looking for other agencies to share their documents and will share their revamped documents in a few months

Next meeting:

- Vermont User Agreement
- Vermont Agency Partnership Agreement

Next meeting to be held on January 4 from 1pm-2pm via Go To Meeting or in person at [64 Pearl St Essex VT](#)