

VT HMIS Advisory Board Meeting
January 4, 2017

GoToMeeting Attendance:

Lee Trapeni—Ground Works
George Seiffert--Capstone
Jennifer Allen—ICA
Caitlin Ettenborough—CA
Meghan Morrow—ICA
Rebeka Lawrence Gomez—Pathways Vermont
Chris Brzovic—CVOEO
Jessica Makela—Homeless Prevention Center
Meg MacAuslan—CVOEO
Sunnie Lobdel—Spectrum

Not in attendance:

Karina McNamara—Upper Valley Haven

Meeting called to order by Lee at 1304

December minutes approval

- Lee moved to approve and Jessica seconded
- Approved

Vermont User Agreement – Vote

- Document reviewed
- Consumer Notice and ROI covers the confidentiality of their data being entered into the HMIS.
- No limit to what clients can request to see in their file.
- Additional language added to item 13 to include data entry within a reasonable timeframe.
- Board looked at the statement re: conflict of interest and compared it to the policy and procedure manual. Expanded language including “others with whom they have a conflict of interest.”
- HMIS is the required and verbiage required within the document and cannot be altered or changed.
- Vote: All agreed to approve the document,

Vermont Agency Partnership Agreement – Vote

- Questions re: “active participation” additional language “as defined by their CoC” added clarify confusion,
- Removed Local CoC as to not confuse local CoCs with the HUD recognized CoCs
- Non-user fee section removed,
- Background check changed to reflect language used in policy and procedure manual. Additional language added, “pending final rule.”
- Vote: All agreed to approve document

Data Sharing Agreement

- BoS would like to know if the Board has any suggestions

PIT Count and HIC

- ICA will be providing PIT data entry training one week before the PIT count and one week after, dates TBD *for current users only
- PIT committee will be providing training on the Google form date TBD
- Agencies that use HMIS and do outreach will only complete the Google form for those persons identified during PIT count day/night and NOT in HMIS/receiving services.

2017 Calendar and tasks

- Date to review P&P – August or September *review earlier if significant changes occur or HUD passes new requirements.
- Reporting due date; System Wide
- Put on February agenda so everyone can come up with more detail of what they would like to add to the 2017 calendar

Next Meeting:

2017 Tasks:

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