



Advisory Board Restructuring Planning Meeting

Thursday October 18, 2018

10:00am-11:15AM

I. Attendance and Introductions

- a. Chris Brzovic – CVOEO
- b. Adam Wager – COTS
- c. Karina McNamara - UVH
- d. Linda Anderson – Capstone
- e. George Seiffert – OEO
- f. Caitlin Ettenborough – ICA
- g. Meghan Morrow Raftery – ICA

II. What is being proposed?

- a. Transitioning from an Advisory Board to two groups
 - i. VT HMIS Advisory Committee
 - ii. HMIS User Group

III. Why the change and the benefits

- a. In May 2018 ICA discussed possible way to engage users and explored different structure models
- b. WHY
 - i. Some members were not comfortable making decisions on Governance documents and felt they had to go back to their agencies management before deciding to vote yes or no on proposed edits to documents
 - ii. Low attendance and retention of board members, limitations to who can join
 - iii. VT's unique structure and landscape
- c. BENEFITS
 - i. More involvement and input from community stakeholders on Governance of the HMIS



- ii. Committee members will be a diverse group of the CoC members and not limited to just those that enter data into the HMIS. Includes those that use the data for reporting and other elements of their work
- iii. Users will have a scheduled time to have access to the ICA staff 4 times a year that is not a required training and is driven by user questions and ideas
- iv. User Group will be a forum to talk with other users to ask questions and provide best practices for how they use HMIS
- v. User Group will be a tool to create agenda topics for the Advisory Committee and help guide how the Advisory Committee governs the VT HMIS
- vi. User Group will not be required

IV. Outline of VT HMIS Advisory Committee and User Group documents

- a. Who can be a member
 - i. Advisory Committee
 - 1. Non HMIS, State Stakeholders, Executive Directors, Funders, etc
 - 2. HMIS Users
 - ii. User Groups
 - 1. HMIS Users
 - 2. Non- HMIS Users would be welcome to join
- b. Goals of the two groups
 - i. Advisory Committee
 - 1. Update Policy and Procedure
 - 2. Update other Governance documents
 - 3. Reaching out to users for information on how the system is working and what would be good additions
 - 4. Meet at least twice a year
 - a. See how those meetings go before adding more tasks
 - ii. User Groups
 - 1. Advance notice of what the call is about
 - 2. Lose agenda
 - 3. Each meeting will have a topic
 - a. Solicit topics from users
 - 4. No required attendance
 - 5. Minutes from the meeting and brought back to the Advisory Committee



6. Geared towards HMIS Users
7. Roles: make recommendations to the Advisory Committee
 - a. Document to put roles in writing, created by the Advisory Committee

V. Action Items

- a. Linda will create some verbiage for the Charter around how the User group is a tool for the Advisory Committee to help with the function of HMIS
 - i. Others are welcome to add their ideas
- b. George would like to have written out the roles and goals of the User Group
- c. Documents will be reviewed before brought to CoC
- d. Bring to the CoCs that the current Board has met and what the decision was
- e. User group is a great way to look at the Charter to see how we can achieve the action items in the charter (Linda possibly lead this user group?)