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## INTRODUCTIONS

- Meghan Raftery - ICA
- Karina McNamara - ICA
- Louise Masterson - ICA
- Lee Trapeni – Springfield Supported Housing Program
- Jessica Makela – Homeless Prevention Center
- Robert Ostermeyer – CVOEO Franklin Grand Isle
- James Doyle – Upper Valley Haven
- Gwen Williams – Upper Valley Haven
- Daniel Blankenship – Vermont State Housing Authority
- Christopher Brzovic – Chittenden County Homeless Alliance/CVOEO Chittenden
- Becca Lewis – Northeast Kingdom Community Action
- Chelsea Alsofrom - Pathways
- Elizabeth Kanard – Community Health Center of Burlington Safe Harbor
- Lily Sojourner – VT Office of Economic Opportunity
- Linda Amante – CVOEO Chittenden
- Rebecca Gural – Supportive Services for Veteran Families at UVM
- Rich Turner – The Veterans Place
- Will Towne - Spectrum

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## HMIS ADVISORY CONFLICT OF INTEREST AND MEMBER AGREEMENT

- Will need to be signed by all members.
- This agreement indicates that members do not have a conflict of interest and will be unbiased through this process/software review.
- Members will let ICA know if they feel that they have a conflict of interest.
- If unsure have a conflict of interest, please reach out to ICA and the committee members
- The committee will decide what to do if members feel that they have a conflict.
- Members approve of these with the New Hampshire change.

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## HMIS ADVISORY GOVERNANCE CHARTER

- Goes into detail about the committee.
- Members approve of this document.

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## SOFTWARE REVIEW TIMELINE, TASKS AND VOTES

- Timeline
  - Right now, it is a draft and barebones

- We may need to move things around as we go and there could be additions that we have not thought about
- Which vendors to we reach out to?
  - Do we put something on our website or reach out to top 6 vendors?
    - Posting on websites leaves the RFP open to vendors who may not have any experience with HUD and the HMIS requirements
  - Many members prefer reaching out to the top 6 vendors.
- Both CoC's would need to vote/approve of the same vendor due to statewide funding and reporting needs.
- Should the CoCs ask for an increase in the upcoming NOFA to cover the cost of HMIS? – Meghan will bring this up with Adam and find out. Right now, this funding does not go to towards user licenses, it goes to staffing costs.
- OEO funding is flexible and can cover the licenses for HOP grantees. OEO pays for 100+ user licenses each year for their HOP grantees.
- In Wisconsin, ServicePoint was fourth out of the four vendors for ranking.
- Reviewed forms that Wisconsin used for RFP and RFI.
  - Want to make sure that the information is organized in a way that shows what required/needed vs. what is optional.
  - Color code what we need to meet HUD standards and what we might be able to change – ICA will update and send out
- Discussion around the top 6 HMIS vendors and the states that are switching vendors.
  - ICA will send a list of vendors and the committee will review to confirm who will be sent an invite
- Will be a significant time needed to be part of the committee.
  - Can we quantify this amount of time?
    - Likely need to review documents outside of meetings – maybe 2 hours a week?
    - Meetings will be about 2 hours
- ***Vote: Recommend that the CoCs do an invitational only RFP.***
  - Linda A. made the motion.
  - Rich and Lee second the motion.
  - All members voted yes to this.

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## NEXT MEETING

- Thursday, August 27<sup>th</sup> at 2pm
- We will schedule the next committee meetings after we hear back about the CoCs vote decisions