

# Wisconsin and Northern Illinois HMIS Advisory Board Minutes

Wednesday, April 17<sup>th</sup>, 2024

**1:00 PM – 3:30 PM**

Virtual Teams Meeting

1. Welcome, Introductions, and Roll Call  
Present: Abigail Jeffers, Joe Locher, Melissa Taggart, Curtis Lemke, Channon Jordan, David Siegel, Kim Sutter, Vila Thammakotvongxay, Sarah Parker-Scanlon  
Excused: Erin Evosevich, Ashley Wisnefske
2. January Minutes Approval  
No changes. Motion- Melissa. Second- Sarah. Passed
3. Position Renewal  
Abigail wishes to remain on the board and renew two-year term. No objections. Approved.
4. Review Officer Positions  
Lisa nominates Erin for chair position again if she chooses to remain. Joe seconds. Approved pending Erin's decision.  
Lisa agrees to continue serving as Vice Chair. Approved  
Joe agrees to continue serving as Secretary. Approved.
5. Governance Documents Review
  - a. HMIS Policies and Procedures  
Modified to include Northern Illinois where it mentions Wisconsin  
Change to use person-first language, neutral pronouns  
Updated hyperlinks  
  
2.1 Partner Agency Requirements – passwords expire after 180 days instead of 45 days

## Two-Factor Authentication

All new users already have turned on. All other users will be required to utilize this security feature when policies are approved.

## 2.2 User Roles and Responsibilities – Agency Communication w/ ICA

Notify system administrators when user no longer needs access to HMIS

Data timeliness changed to six calendar days to match other sections.

Added section regarding that Read-Only access is not provided.

## 2.5 HMIS Access Roles – New section

Describes the users rights and roles within HMIS

## 2.6 Vendor Requirements

User Authentication changed to 4 consecutive attempts

## 2.10 HMIS Operating Policies Violations

Added examples of user and partner agency violations

## 3.1 Use & Disclosure of Personal Information

Added timeframe that agency is required to provide requested personal information. 60 days or agency guideline, whichever is soonest.

## 6.1 Appendix

Link to knowledge base on ICA website.

## 7.2 Data Quality

Description of what the Advisory Board is – brief overview

Attendance expectations

No use of AI, bots, or proxies

Guest attendance policy added.

## 7.3 Data Completeness

Refused – changed to “Prefers not to answer”

b. Agency Partnership Agreement

Change to use person-first language, neutral pronouns

II-F Bitfocus server location changed to “multiple US-only based availability zones”

Security Officer and Agency Contact person may or may not be the same person

c. HMIS User Agreement

Link to HMIS security training updated

Modified to include Northern Illinois where it mentions Wisconsin

Change to use person-first language, neutral pronouns

Link to knowledge base added

d. Governance Charter

Modified to include Northern Illinois where it mentions Wisconsin

Change to use person-first language, neutral pronouns

D-II Administer of Software

Inform HMIS users of known issues or delays and provide training and guidance.

e. Coordinated Services Agreement

Modified to include Northern Illinois where it mentions Wisconsin

Change to use person-first language, neutral pronouns

Minor language changes for consistency

f. Consumer Privacy Notice

No changes

g. HMIS ROI

Location for Bitfocus server changed to reflect Policy and Procedures language.

Motion to approve- Joe, Seconded- Melissa.

6. Agency Announcements

Monitoring process complete

Will be scheduling site visits likely during Summer

Motion to Adjourn- Curtis, Seconded- Abigail