



Minutes for County of Riverside Continuum of Care HMIS Administrators Council Meeting

March 4th, 2015
1:00 p.m. - 3:00 p.m.
Beaumont Civic Center - Room 2
550 E. 6th Street, Beaumont, CA 92223

Minutes Transcribed by Veronica Ramirez, Office Assistant III, DPSS – Homeless Programs Unit

TOPIC	PRESENTER	ACTION / OUTCOME
Call to Order	Lynne Brockmeier, Chair	<ul style="list-style-type: none"> The meeting was called to order at 1:10 p.m.
Roll Call & Introductions		<ul style="list-style-type: none"> A roll call was conducted of all members present. Lynne will send an email or call agencies that have not sent their designation letter.
Approval of the Minutes for January 7, 2015	Lynne Brockmeier	Motion was made by Karyn Young-Lowe and seconded by David Leahy to approve the minutes. Motion carried with no abstentions.
OLD BUSINESS	PRESENTER	ACTION/ OUTCOME
Housing Tab	Lynne Brockmeier	<ul style="list-style-type: none"> Update the agenda to have Housing Tab Update, 25 Cities, and Vulnerability Assessment under “Coordinated Entry” ClientTrack was updated on the workflow for coordinated entry. The Council would like to talk to Salt Lake CoC since they already developed their VI-SPDAT and is using HMIS. HMIS Work group was created to assist in designing the workflow for coordinated entry in HMIS. Volunteer members are: Lynne Brockmeier, Susan Larkin, Rochelle Lewis, Linda Barrack or David Leahy. A meeting will be set up. HomeLink is a database to enter the VI SPDAT’s as part of the 25 cities’ project HomeLink data will eventually be integrated into ClientTrack HMIS database.
ESG Update	Lynne Brockmeier	<ul style="list-style-type: none"> Public hearing scheduled on March 10, 2015 at 9:30 a.m. Last day to apply for ESG funding is March 6th, 2015
25 Cities	Lynne Brockmeier	<ul style="list-style-type: none"> 25 Cities 200 Days meeting on March 9th and 10th, 2015 1st 100 days 225 IND entered into emergency housing 115 Rapid Rehousing or Rental Assistance led to

		<p>stable housing, 29 entered permanent housing programs.</p> <ul style="list-style-type: none"> • 2nd 100 days 412 IND entered in emergency 187 Rapid Rehousing or Rental Assistance, 38 permanent housing programs; 369 IND total individuals.
Vulnerability Assessment		<ul style="list-style-type: none"> • Discussed under Housing Tab.
NEW BUSINESS	PRESENTER	ACTION/ OUTCOME
AHAR	<i>HMIS Staff</i>	<ul style="list-style-type: none"> • The AHAR was submitted December 19, 2014. The AHAR data was 100% usable; this means an added point in our CoC application.
Data Sharing		<ul style="list-style-type: none"> • Data Sharing should be system wide/CoC with the agencies that agree with data sharing. • Agencies will have to agree with sharing data, and with which agencies they'd like to share data with. • Some agencies due to privacy issues will not be able to data share.
Action #1	<i>HMIS Staff</i>	<ul style="list-style-type: none"> • <i>Update the HMIS Participating Agreement to include, data sharing, services provided, release information, and coordinated entry.</i>
HMIS Charter:	<i>Council and HMIS Staff</i>	<ul style="list-style-type: none"> • Update HMIS Charter according to CoC Charter language and new HMIS Data Standards. • Update the Charter with HMIS meetings attendance, license agreement and term limits for chair and vice chair. • The Council will Review HMIS Charter and will review recommendations/comments at the next meeting.
MOU Between HMIS Lead and Council	<i>HMIS Staff</i>	<ul style="list-style-type: none"> • Review and update. • Send to the Council for review prior to the next meeting.
HMIS Meeting Calendar:		<ul style="list-style-type: none"> • Provided a copy of the new meeting schedule
CONSENT ITEMS	PRESENTER	ACTION/ OUTCOME
APR Review		<ul style="list-style-type: none"> • HA Street to Home • HA Consolidated - Serves families; concerns that only 5 children out 14 are receiving WIC • DMH Riverside PSH • US Vets Champs PSH
Available Reports in HMIS		<ul style="list-style-type: none"> • Provided a copy of available reports for HMIS users.

		<ul style="list-style-type: none"> • Council requests to see all reports not just for users. • Destination at exit report will be useful for agencies to have.
Action #2	<i>HMIS Staff</i>	<ul style="list-style-type: none"> • <i>Provide a list of all reports available in ClientTrack.</i> • <i>Add zip codes to ClientTrack workflow.</i>
Duplicate Client Report		<ul style="list-style-type: none"> • Council reviewed the duplicate client report, no projects were outstanding.
Data Timeliness Report		<ul style="list-style-type: none"> • Since the ClientTrack update, the duplicate client report is more accurate.
Training Report		<ul style="list-style-type: none"> • Training is held last Thursday of the month, training times are 9 am – 12 pm and 1pm – 3pm • Training can also be over the phone, and/or one on one • Adding Reports Training starting March
NEXT MEETING	PRESENTER	ACTION/ OUTCOME
Motion		Motion to approve: the consent items. Motion approved 1 st Susan Larkin; David Leahy 2 nd , 0 opposed 0 abstentions.
NEXT MEETING		May 6, 2015, 1:00 – 3:00 PM @ 550 E. 6 th Street, Beaumont, CA 92223
ADJOURNED		Meeting adjourned at 2:25 p.m.

Attendees	Organization / Agency	x/Attended
David Leahy	ABC Recovery Center	X
Lynne Brockmeier, Chair	Department of Mental Health	X
Sterlon Sims	EDA	X
Karyn Young-Lowe	Lighthouse Social Service Centers	X
Leonard Jarman, Vice Chair	Path of Life	X
Angelina Coe	Shelter from the Storm	X
Susan Larkin	Valley Restart Shelter	X
Linda McCullah	Whiteside Manor	X
DSS-HPU	Rowena Concepcion	X
DPSS Deputy Director	Lisa Shiner	X