

## **HMIS Committee Meeting Minutes – Approved by Committee**

April 7, 2015

8:30am at the Mental Health and Recovery Services Board

Attendees: Members: Matt Hudas (Chair), Jennifer Keaton (HMIS Administrator), Celeste Barnes, and Shannon Williams

### **Welcome**

At 8:38am, Chair Matt Hudas called the meeting to order and welcomed everyone.

### **Previous Meeting Minutes**

The committee reviewed the minutes from the March meeting, which had been distributed via email.

**Motion:** Jennifer moved to approve the March meeting minutes as presented. Matt seconded the motion and it passed unanimously.

### **Software and Data Updates**

Jennifer provided the following software updates:

- The Hotline installed Queue, the new phone software, last week. The Hotline staff has encountered a few mechanical glitches that they are working to resolve with the software company's technicians, but overall the software has beneficial features for the staff.
- MHR SB signed the contract with Adaptive Enterprise Solutions and sent it April 1. Currently, Jennifer is gathering the details about the data conversion and working to clean up the existing data before the software go-live.
- Jennifer is generating the quarterly "APRs" containing the systems performance measures for various HCCSC programs as part of the CoC's regular project monitoring.
- Jennifer is also finalizing the 2015 Point in Time (PIT) count and will make it available to the HCCSC soon. She shared that the unsheltered street count has risen from 38 people last year to 60 this year.

### **HMIS Policy Review**

The present committee members decided, due to low attendance, to hold discussions about policies E.1 Sections 1, 2, and 6 and E.2 via WebEx later in April so that more committee members could attend and contribute. He will plan to schedule the WebEx meeting for Friday, April 24.

### **Adjournment**

The meeting was adjourned by Matt at 9:30am.

The next meetings will be held on May 5 and June 2, 2015.

Submitted by: Shannon Williams