HMIS Committee Meeting Minutes – Approved
October 4, 2016
8:30am at Stark Mental Health and Addiction Recovery (StarkMHAR)

Attendees: Jennifer Keaton (HMIS Administrator), Miriam Ballinger, Margaret Egbert, Tammy Geiger, and Celestine Barnes

At 8:30am, Jennifer Keaton called the meeting to order and welcomed everyone.

The committee reviewed the draft of the minutes from the September meeting.

Motion: Tammy moved to approve the September meeting minutes as presented. Celestine seconded the motion and it passed unanimously.

- The Hotline is currently operating short-staffed, and it is an issue – September was our busiest month ever. Over 600 applications were received to fill the position. Our new staff member starts tomorrow. She comes from Tuscarawas County and was the Case Manager for their shelter, so she has lots of good experience. Hotline staff are excited for her to start.

- HMIS training dates are posted on HCCSC's website.

- Still struggling with software issues. Jennifer recently learned the APR had to be "updated" to the current version (we were not aware we did not have the most recent iteration). Unfortunately, this broke the SPDAT again – fixed now. eSNAPS cannot accept the new version of the APR so we have to use an older version, which is not working at the present time. More to follow.

- Jennifer is working on preparing for the 2016 AHAR data submission. Reports are not working properly and Jennifer has submitted a ticket to Adsystech. Resolution is expected shortly.

- The HCCSC has requested a "report card" for projects. Discussion ensued around how to assign letter grades, and there was some disagreement about the merits of that approach because HUD already has designated standards.

- The committee reviewed data quality reports for AFIRST and two ICAN projects. Jennifer pulled reports for the periods 10/1/14-9/30/15 and 10/1/15-9/30/16.

The meeting was adjourned at 9:30 am.
The next meetings will be held on November 1 and December 6.
Submitted by: Jennifer Keaton