HMIS Committee

Meeting Minutes
July 8, 2020-10:30am
Ken Weber Community Campus at Goodwill

MEMBER ATTENDANCE		MEMBER ATTENDANCE	
Miriam Ballinger		Jennifer Keaton	x
Celestine Barnes	x	Aaron Wagster	x
David Besse	x	Dionna Stokes-Ellis	x
Marcie Bragg	x		
Kristin Hooten	x		

AGENDA/ITEM	MOTION/ACTION	DISCUSSION/COMMENTS
Welcome and Call to Order		• 10:33 am
Previous Minutes Approval	**Motion to approve** the May 2020 meeting minutes as presented. Jennifer made motion to approve and Marcie seconded the motion: unanimous approval by all present.	
HMIS Administrator Updates (Jennifer Keaton)		• Hotline and HMIS staff operating from home; one Specialist remains in the office to triage calls received; Homeless Navigation staff are rotating the triage schedule for a backup plan in the event that someone has to call off. • Teresa has officially resigned from her position on June 30th and StarkMHAR has welcomed Amanda Burdette to fill the position. • StarkMHAR is technically still closed with roughly 12 people on site; will revisit reentry into the building in August. • Homeless Navigation is working to move around staff in other rooms / parcels to ensure social distancing. • Homeless Navigation staff have a daily update call that includes sharing webinar information and daily shelter update.

		• Homeless Navigation has created a Health Record monitoring sheet that allows for sharing information on COVID19+ participants.
		• New projects have been entered into the HMIS for COVID19 related shelters.
		• United Way Homeless Prevention and Emergency Assistance project in HMIS is 95% built; Jennifer and United Way staff have been sharing information back and forth in a spreadsheet to move the process forward; a training will still need to be held and training has not yet been scheduled.
		• HIC and PIT submissions were submitted on June 30, 2020.
		• Data has been submitted to the Ohio Data Warehouse as per required for ODSA funding requirements.
		• Homeless Navigation working on project set-up for the new ESG CARES Act COVID19 funding; still on hold until the ESG guidance is provided by HUD.
		• Increasingly important to determine measures for data quality and identify models to discuss how CoC data quality process will work; for this project, committee engagement is being sought.
		• The CE data elements deadline previous deadline was April 1st; the deadline has been pushed back until October 1st, 2020.
		• There has been forward movement with Adsystech regarding the data backup; Adsystech provided a response yesterday and Homeless Navigation has a few more questions that they are working to obtain information for.
		Discussion: David reported that a client came into the office with COVID19 and he stated that if more than 15 minutes of contact - less than 6ft apart, whether wearing a mask or not, would be cause for quarantining. David also reported having to make structural adjustments for staff in order to not loss any staff members (meaning that everyone

		would not contract COVID19 at the same time that would stop his company's operations). Jennifer reported that staff are still concerned with distancing in office space. Jennifer will share David's report with StarkMHAR leadership due to the leaderships anticipation to start holding meetings again.
HMIS User Updates/Questions		• Aaron asked if there is a way to connect about participants with possible COVID symptoms; Jennifer replied that Aaron should contact her in the event that we are seeing more cases or people that are symptomatic. • Marcie inquired about how the HMIS trainings will move forward considering the pandemic. It was recommended that virtual trainings be held due to HMIS users annual privacy and security training and for new employees at agencies. • Kristin posed a family composition question to Jennifer. They agreed to work together to clarify the family composition; Jennifer to check Orgcode for additional information. • Celeste indicated that the print button on the SPDAT is not working for her at this time; Jennifer agree to look into the issue.
Old Business		• N/A
New Business		• The SHNI and Recipient Approval and Evaluation Committee (RAEC) chair has been working on the allocation of new ESG CARES Act and the Ohio Housing Finance Agency (OHFA) awards. A small group from the Coordinated Entry Committee have been meeting to discuss policies for these funding opportunities.
Adjournment		• Next Meeting is August 12, 2020 at 10:30 am • Meeting adjourned at 11:03 am.