

**Minutes**  
**HMIS Meeting 2/13/2007**

**Present: Irma Hinkle, Juanita Dowdy, Shelby Jones, Steve Burke, Debbie Williams, Claudia Gooch, Pat Vedomske, Suzanne Davis**

The meeting started at 10:10 am.

Co-Chair Juanita Dowdy asked that Debbie Williams and Claudia Gooch from the Planning Council be added to the Email Distribution List for the sub-committee due to the retirement of Joann Schultz.

Juanita Dowdy and Pat Vedomske discussed a work-around for the HMIS data entry issue related to how to add children to a household once a household has already been entered into the system. It was discussed that this work-around would be publicized to all users.

Pat provided an update on the status of the agency agreements for HMIS. At this time, only two agencies have not returned signed agreements: TACT and Urban League. Pat is to make additional contact with these 2 agencies to obtain their signed agreements. At this time, about half of the user agreements have been signed.

ART Update: The Planning Council has been assigned a new sales representative from Bowman which should expedite the purchase of ART. Once the purchase is complete, For Kids will issue an invoice to each agency for reimbursement for the cost of ART. Once Bowman receives payment and a signed contract is in place, there should be only a short turnaround time of 1 week for the system to be upgraded. HMIS will have to be down for about an hour for necessary upgrades and Pat will notify users by email as to the time when HMIS will be down.

Pat will notify the 4 users for ART about setting up a training date. Once the training date has been set, it may be possible to open up the training to others who did not buy a license to see how ART could benefit their agencies.

Pat provided an update on PKI. PKI will cost \$1500 for setup and \$1000 for yearly maintenance. In addition, there is a charge of \$125/hour for support. In order to meet HUD standards, we must set up PKI. Pat is to continue to investigate the cost and setup for this security measure. Claudia Gooch will check to see if the Planning Council has some type of credit with Bowman that might defray some of the costs. The Planning Council will have to investigate a way to cover the costs associated with PKI.

Claudia Gooch indicated that Joann's replacement at the Planning Council is to start on March 5<sup>th</sup>.

Agencies were asked to bring examples of releases of information to the next meeting. There were several issues with the release that was distributed to agencies for participants to sign in order to release certain data on HMIS. This form will be revised.

Pat and Claudia provided a short update on the Point in Time Count. The city saw a reduction of over 100 people as compared to last year's count. They hope that data will be finalized by next week. Once finalized there will be an official release in order to gain media coverage.

Future ideas to consider: Pat discussed doing regular beginner trainings on HMIS as well as advanced trainings. This was proposed as an alternative to doing site visits and setting up individual agency trainings. Also, the idea of setting up a users group was discussed.

The group decided to extend an invitation to DHS and Virginia Supportive Housing to join the HMIS committee.

Debbie Williams agreed to present information from the committee at the next Norfolk Homeless Consortium meeting on 2/21/07. After this date, the co-chairs agreed to alternate reporting of information.

The meeting was adjourned at 10:40 am.

Next meeting will be 3/13/07 at 10 am.