

**Kings/Tulare Continuum of Care on Homelessness
HMIS Committee Meeting Minutes
Via Conference Call
5/12/2009 – 1pm**

MEETING CALLED TO ORDER: Machael Smith called meeting to order at 1:07pm.

PRESENT: Julie Blaswich, Machael Smith, Lucia Orozco, Janice Lanford, Lupe Garcia, Cindy Root, Annette Sherrell.

DISCUSSION/ACTION ITEMS:

A. HMIS Update

1. Status on Agencies- Currently on board is Visalia Rescue Mission, Central California Family Crisis Center, Kings Community Action Organization, Family Services of Tulare County, and Champions-Hannah's House.
Three targeted agencies, Turning Point, Tulare HHSA and Victory Outreach

B. Policy and Procedure Manual

1. Was approved during last meeting. Machael will email out to committee after meeting.

C. Data Quality Plan

1. A draft for Data Quality was requested of Machael during last meeting. Machael presented a draft copy for review and asked for feedback by 5pm Friday. Machael will present at CoC's partners meeting for approval on May 21st.

D. Agency Site Visits

1. Update on progress- Two site visits has been conducted. Site visit training was conducted at the last HMIS user training. Machael commented how site visits have been a positive experience with few findings which were discussed and agencies are working on. Next site visit will be with Champions on the 20th. Central California Family Crisis Center will be scheduled in June and Kings Community Action will be scheduled in August.

E. HMIS Quarterly User Trainings

1. Machael asked committee for any topic ideas, no suggestions were given. Machael stated next user training will be on Thursday June 11th at 1pm at Visalia Rescue Mission.

F. Comments, Concerns, Issues

1. None

Machael mentioned latest software release would be coming out soon.

Adjournment/Next Meeting- August 11th at 1pm via conference call.

Respectfully submitted,

Lucia Orozco