

**Kings/Tulare Continuum of Care on Homelessness
HMIS Committee Meeting Minutes
VIA Conference Call
11/18/08 – 1pm**

MEETING CALLED TO ORDER: Machael Smith called meeting to order.

PRESENT: Julie Blaswich, Machael Smith, Lucia Orozco, Janice Lanford, Cindy Root.

DISCUSSION/ACTION ITEMS:

- A. New Form – Agency Agreement (No Software Access)
 - 1. Motion by J. Blaswich, second by C. Root to approve. Motion carried.

- B. HMIS Implementation Update
 - 1. Machael reviewed the agencies that are live in the Client Track system and provided an update on the agencies in the implementation stage.

- C. Agency Quarterly Compliance Evaluations
 - 1. The new form Agency Quarterly Compliance Evaluations was reviewed. A motion by J. Blaswich was made, second by C. Root to approve with changes: modify document to include policy on paperwork storage. Motion carried.

- D. HMIS Quarterly Training Topic
 - 1. It was discussed and decided the next HMIS quarterly training topic would be on reports.
 - 2. The training was scheduled for December 4, 2008 at 10:00 am at Visalia Rescue Mission.

- E. Comments, Concerns, Issues
 - 1. No comments, concerns or issues were discussed.

Adjournment/Next Meeting- February 10, 2009 at 1pm via conference call.