

Meeting Minutes of:

**MID-WILLAMETTE VALLEY HOMELESS ALLIANCE (MWVHA)
HMIS USERS WORKGROUP**

Meeting Location(s):

May 13, 2025

2:30 – 3:30

Mid-Willamette Valley Council of Government
100 High St SE, Salem, OR 97301

And

Via teleconference (Zoom)

MEMBERS PRESENT

Center for Hope and Safety, Tara Stephen

Center for Hope and Safety, Brandi Rada

Church at the Park, Katherine Sommer

Mid-Willamette Valley Community Action Agency, Arches, Rachel McKee

Mid-Willamette Valley Community Action Agency, Arches, Jared Valet

Northwest Human Services, Pamela Blanchard

Polk County Family and Community Outreach, Nicole Walker Sundby

Salem Housing Authority, Bianca Mendoza

Sheltering Silverton, Megan Smith – Alt. Sean Farris

St Francis Family Housing, Jill Tucker

United Way, SafeSleep, Lynelle Wilcox

UGM, Simonka Place, Brenda Newey

Youth Era, Faye Sanders

MEMBERS ABSENT

Church at the Park, Helen Jones

Church at the Park, Lynn Marquez

Easterseals, Wyat Sloan

Family Promise, Doug Odell

Marion County Housing Authority, Christine Sommer

Shangri-La, Erika Bush

Women at the Well, Grace House, Kimberly Nowlin

GUESTS & MWVHA STAFF PRESENT

Center for Hope and Safety, Brandi Rada

Curandi, Chris Barber

MWWVHA, Ashleigh Duda

MWVHA, Misty Bolger
MWVHA, Cassie Bay
MWVHA, David Peak
MWVHA, Consultant, Joy Dickinson

WELCOME

The meeting began at 02:30 p.m. The presence of a quorum was noted.

AGENDA

Misty announced agenda items and requested a motion to approve April's meeting minutes.

MOTION TO APPROVE THE APRIL MWVHA HMIS USERS WORKGROUP MEETING MINUTES BY: RACHEL

Seconded by: Nicole
In favor: Unanimous
Opposed: None
Abstentions: None

STRATEGIC PLAN

Joy from Dickinson Consultants presented an overview of the strategic plan for the Mid-Willamette Valley Homeless Alliance. She highlighted the following key points:

- The strategic plan was developed over the past year with input from 130 stakeholders.
- The plan includes 4 main goals: understanding the community, developing and improving the coordinated system of care and services, maximizing resources, and increasing participation in the alliance.
- For the HMIS workgroup specifically, objectives include improving data quality and accuracy, implementing the data quality improvement plan, and examining trends to inform decision-makers.
- A dashboard was created to track metrics for each goal, including HMIS-related measures like report submission timeliness and data completeness.

Joy invited questions from the group. Misty noted that the HMIS workgroup can have a significant impact on data quality and shared language for reporting. She mentioned that the alliance's lowest score from HUD was on system performance data, indicating room for improvement.

PIT/HIC UPDATES

David provided updates on the Point-in-Time (PIT) count and Housing Inventory Count (HIC):

- Submissions are now open for PIT/HIC data.

- The first draft of PIT information was submitted with only 48 flags, most of which were related to non-HMIS participating providers.
- HIC numbers still need board approval before final submission.
- Overall, data quality has improved significantly compared to previous years.

David also addressed a question about user licenses:

- OHCS is working on deleting unused licenses to optimize usage.
- Agencies should inform the alliance about staff departures or extended leaves to manage licenses effectively.

OPEN FORUM/Q&A/NEXT STEPS

Misty opened the floor for discussion on how to improve the committee's effectiveness. Key points included:

- A survey will be sent out to gather feedback on meeting structure, needs, and opportunities for growth.
- The group discussed the need for clarification on roles and responsibilities between agencies and the CoC.
- Lanell raised concerns about repetitive data collection and suggested exploring ways to share information more effectively while maintaining trauma-informed care principles.
- Nicole expressed uncertainty about her role in the workgroup and suggested exploring different ways for programs to be involved.
- David highlighted the importance of tailoring assessments to specific programs and noted that the alliance is still working on defining roles and best practices.

Next steps:

1. Misty will create and distribute a survey to gather feedback on engagement, data quality, and barriers to data entry.
2. The next meeting will discuss survey results and the possibility of a joint meeting with the Coordinated Entry group.
3. The alliance will work on developing more efficient training methods, including online and standardized options.

ZOOM CHAT MESSAGES

14:32:18 From jared.valet : Jared Valet, MWVCAA

14:32:21 From Rachel McKee (she/her) MWVCAA : Rachel McKee – MWVCAA

14:32:23 From Jill Tucker – St. Francis Family Housing : Jill Tucker – St. Francis Family Housing

14:32:23 From Faye Sanders (she/her) : Faye Sanders, Youth Era

14:32:28 From Brenda : Brenda Newey UGM Simonka Place

14:32:30 From Sean Farris, Sheltering Silverton : Sean Farris, Sheltering Silverton

14:32:36 From Pblanchard : Pamela Blanchard NWHS

14:32:37 From Bianca : Bianca Mendoza SHA

14:32:43 From ChrisBarber : Chris Barber, Curandi

14:32:48 From Joy Dickinson : Joy Dickinson, Dickinson Consultants

14:33:14 From lynelle : Lynelle Wilcox, SafeSleep United

14:34:10 From Homeless Alliance : https://mwvhomelessalliance.org/wp-content/uploads/2025/04/2025.04.08_HMIS_User_Workgroup_Agenda_Pkt.docx.pdf

14:39:00 From Homeless Alliance : Strategic Plan – Mid-Willamette Valley Homeless Alliance

14:56:59 From Homeless Alliance : Good job, Data Team!

14:57:10 From Ashleigh Duda – MWVHA : Reacted to "Good job, Data Team!" with ❤️

14:57:51 From Rachel McKee (she/her) MWVCAA : Can we get an update on user licenses?

14:58:35 From David Peak : Reacted to "Can we get an update..." with 👍

15:02:29 From Jill Tucker – St. Francis Family Housing : So, I'm not really sure what to say to that – I think a survey is good but more clarity around what you want from us aside from clean data would be great.

15:04:18 From Rachel McKee (she/her) MWVCAA : It might be helpful in a future meeting to go more in depth on who's role is what (agency vs coc)

15:04:29 From Jill Tucker – St. Francis Family Housing : Structure!!! The best thing you can give us is structure and for you to tell us what you want and how you want it. We will adapt to what you want, but we need to know what you want

15:04:42 From Ashleigh Duda – MWVHA : Reacted to "Structure!!! The be..." with ❤️

15:04:44 From Kathryn Sommer : Reacted to "It might be helpful ..." with 100

15:04:48 From Rachel McKee (she/her) MWVCAA : Reacted to "Structure!!! The be..." with ❤️

15:04:50 From Nicole Walker Sundby : Reacted to "It might be helpful ..." with 👍

15:04:56 From Ashleigh Duda – MWVHA : Reacted to "It might be helpful ..." with ❤️

15:07:05 From Jill Tucker – St. Francis Family Housing : Sorry – aren't there already best practices for this? Do we need to reinvent the wheel or can we look at what's working, adapt it and get down to the work. Not to be a pain but I have been on this workgroup a long time and it would be great to agree on a standard and just actually get to work on implementing it

15:12:49 From lynelle : I get that some questions are repetitive by requirement, yet are there ways to be more collaborative with case mgmt and notes about what has been done/next steps to do as people may be at different hms-using service providers, as a way to increase collaboration and decrease repetition and trauma?

15:13:39 From Nicole Walker Sundby : Love to hear this! And have appreciated this group :)

15:14:10 From Ashleigh Duda – MWVHA : Reacted to "Love to hear this! A..." with ❤️

15:14:57 From ChrisBarber : Multiple entry of the same client due to HMIS requirements and its outcomes should be a data point to track. The feedback to HUD would be meaningful and it informs us of our system flow.

15:16:22 From lynelle : We can see some basics, but to coordinate case mgmt, it would be useful to see case notes and not reinvent the wheel.

15:16:56 From Rachel McKee (she/her) MWVCAA : We would need client consent to share case notes between agencies

15:17:25 From lynelle : we usually already have rois.

15:18:03 From lynelle : can HMIS itself allow an option for that level of sharing?

15:18:11 From Brenda : Here at Simonka Place we will not share our case notes.

15:18:20 From Tara Stephen, Center for Hope & Safety : That sounds more like collaborative case conferencing to me

15:18:35 From Rachel McKee (she/her) MWVCAA : Reacted to "That sounds more lik..." with 👍

15:18:36 From Jill Tucker - St. Francis Family Housing : Yeah, unless we are case conferencing - it is hard to get consent to share notes

15:18:49 From jared.valet : Reacted to "Yeah, unless we are ..." with 👍

15:19:38 From ChrisBarber : Many other areas have this covered with entry ROIs , CE and case coordination plug ins.

15:20:18 From Jill Tucker - St. Francis Family Housing : Are there any updates on training new agencies to do CE? We'd love to be able to assess people rather than sending it out

15:21:22 From Jill Tucker - St. Francis Family Housing : Thanks!

Misty adjourned the meeting, thanking everyone for their participation and encouraging attendance at the next meeting.