MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

MINUTES

Performance & Evaluation (P&E) Committee

Tuesday, February 6, 2024, 3:00-4:00 pm

Complete audio or video recording available on request
to staff@mwvhomelessalliance.org

ATTENDANCE		
Member	**Organization**	**Attended**
Ami Maceira, Chair	Willamette Workforce Partnership	Yes
Michael Livingston, Acting Chair	CANDO	Yes
Margie Lowe	Marion & Polk Early Learning Hub	No
Aryn Walker	Marion County Health and Human Services	Yes
Elliott Lapinel	Community	Yes
Staff: Elaine Lozier, Executive Director, MWVHA		

1. **CALL TO ORDER, WELCOME, INTRODUCTIONS** 3:03
   Agreed: to move the report on the status of the HMIS license recommendation to the end of the agenda

2. **WORKGROUP ADMINISTRATION**
   Motion: to approve the draft minutes of the January meeting
   Motion by: Member Livingston
   Seconded by:Member Lapinel
   Action: Approved
   Vote: *Aye*: Unanimous **Motion PASSES**

3. **Information Report**
   ESG Monitoring Workgroup Update–Michael Livingston
   Comments/Questions: Lozier

4. **ACTION ITEM**
   Motion: to recommend to the Executive Director to direct an Alliance System Administrator to assign P&E Committee Member Elliott Lapinel, a volunteer, an

Alliance-level HMIS Account with an *ad hoc* reporting license, so that the P&E Committee may have meaningful and timely access to the reports and data required for the discharge of its duties.

Motion by: Member Lapinel
Seconded by:Member Livingston
Discussion: Livingston, Maceira
Chat:
Action: Approved
Vote: *Aye*: Lapinel, Livingston, Walker
Abstain: Maceira **Motion PASSES**

5. **Information Report**
   CoC Updates–Elaine Lozier
   Comments/Questions: Lapinel

6. **Action Items/Adjourn Meeting** 4:03

Lapinel's Motion

To: Performance & Evaluation Committee
Mid-Willamette Valley Homeless Alliance
From: Elliott Lapinel, Elliott.Lapinel@proton.me,(503) 302-5841
Date: 6 February 2024
Re: Motion to recommend HMIS license assignment

Motion: To recommend to the Executive Director to direct an Alliance System Administrator to assign P&E Committee Member Elliott Lapinel, a volunteer, an Alliance-level HMIS Account with an *ad hoc* reporting license, so that the P&E Committee may have meaningful and timely access to the reports and data required for the discharge of its duties.

Discussion: I am excited to begin working as a member of the P&E Committee. I know that one of the problems the committee has continually run into is the difficulty obtaining timely, focused reports based on HMIS data, which are essential for carrying out the duties of the Committee. My motion is intended to address this problem by asking the Committee to request that Elaine (the Alliance's Executive Director), direct one of the Alliance's HMIS System Administrators to assign me an

Alliance-level HMIS Account with an ad hoc reporting license, so that the P&E Committee may have meaningful and timely access to the reports and data it needs.

Qualifications: In October 2021, I began serving as the "Local Data System Administrator" under a Memorandum of Understanding between the Alliance and Mid-Willamette Valley Community Action Agency. My duties included training HMIS users, assigning licenses and creating HMIS policies and procedures independently of OHCS. Serving in that role, I assigned the majority of the Alliance's licenses and performed most of the Alliance's HMIS trainings, with the assistance of Dustyn Jones. Beginning in October 2023 and continuing through the end of the year, having been promoted to the position of Data Analyst for the entire Mid-Willamette Community Action Agency, I continued to provide technical support to the P&E Committee. Since the first of the year, I have been working as a Data Analyst for the Oregon Employment Department, and thus volunteering my services to the P&E Committee.

Authorization: The motion seeks to direct action by "an Alliance System Administrator", even though it is the "HMIS Lead" that is responsible for administering the local HMIS system. The reason for this is that the HMIS Lead is always *an organization* (until recently the Alliance's HMIS Lead was OHCS), not a particular individual. Because the assignment of licenses is a ministerial duty carried out by *an individual*, the motion uses the term "System Administrator", which is how HUD describes the administrative role held by an individual. As HUD places no limit on the number of "System Administrators", and in fact recommends 1 full-time system administrator per 75 HMIS users, the motion refers to "an" Alliance System Administrator, instead of "the" Alliance System Administrator.

Although it might seem "counterintuitive" to some, there is no Federal, State, local, HUD or Alliance rule or regulation that prevents Alliance volunteers, as opposed to Alliance and agency employees, etc., from accessing HMIS. Please see the 2004 HMIS Data and Technical Standards Final Notice (July 2004), updated by the 2009 HMIS Data Standards Revised Draft Notice (April 2009); the CoC Program Interim Rule (July 2012); 24 CFR Part 578; the Coordinated Entry Core Elements guidebook (June 2017); the participation agreement between OHCS and the Alliance; the OR 504 privacy notice; the

Mid-Willamette Valley Homeless Alliance Governance Charter; the Alliance Release of Information; the HMIS Participating Agency Agreement (between agencies and the Alliance); and the Alliance HMIS User Agreement. Also see this HUD HMIS FAQ, published October 2017: "Who owns the data in HMIS (in other words, who governs its uses and disclosures), and how do we ensure that data is both private and secure, but also that we aren't limiting access beyond what is required?" (FAQ ID 3311) (emphasizing that the 2004 Data and Technical Standards Notice remains foundational).

The 2004 Data and Technical Standards Notice makes clear that HUD expected volunteers would be accessing HMIS, which is only natural given the degree to which homeless services providers have relied historically on volunteers. See, for example, the sample HMIS User Agreement in Appendix J-1 to the HUD HMIS Implementation Guide (2002), referred to in the Notice. The first sentence of the Agreement refers to "Employees, *volunteers*, and any other persons with access to the Continuum of Care Clearinghouse/Homeless Management Information System" (emphasis added). See also page 8 of the 2009 Revised Draft Notice, which contains a glossary defining "End User of HMIS" as follows:

> End User (or User) : An employee, *volunteer*, affiliate, associate, and any other individual acting on behalf of a CHO or HMIS Lead Agency [effectively the same as "HMIS Lead"] who uses or enters data in the HMIS or another administrative database from which data are periodically uploaded to the HMIS. (Emphasis added.)

Finally, see the Alliance's own HMIS User Agreement (which, according to the official minutes of the meeting, was reviewed by legal counsel prior to approval by the Alliance Board in December 2020). It begins: "Employees, *volunteers*, and any other persons with access to HMIS…" (emphasis added).

Further P&E Committee action required: Finally, if the motion passes, it is contemplated that all committee members would promptly execute HMIS User Agreement and be given Read Only access to HMIS.