Meeting Minutes of:

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

Meeting Location(s):
September 10, 2024
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
Family Promise, Doug Odell
Marion County Housing Authority, Christine Sommer
Mid-Willamette Valley Community Action Agency, Rachel McKee
Northwest Human Services, Pamela Blanchard
Polk County Family and Community Outreach, Nicole Walker Sundby
Salem Housing Authority, Bianca Mendoza
Shangri-La, Dominique Schoessler
Sheltering Silverton, Megan Smith
Union Gospel Mission, Simonka Place, Brenda Newey
United Way, SafeSleep, Lynelle Wilcox

MEMBERS ABSENT

Church at the Park, Helena Jones
Church at the Park, Lynn Marquez
Easterseals, Wyatt Sloan
Mid-Willamette Valley Community Action Agency, Kaela Lombardi
St Francis Family Housing, Jill Tucker

WECOME

The meeting began at 2:30 p.m. and the presence of a quorum was noted.

AGENDA

Nate announced agenda items for the workgroup.

MEETING MINUTES FOR AUGUST 13, 2024

Nate introduced the meeting minutes and requested a motion to approve the August 13, 2024 HMIS Users Workgroup meeting minutes.

DRAFT

MOTION TO APPROVE MWVHA HMIS USERS WORKGROUP 08.13.24 MEETING MINUTES BY: **RACHEL**

Seconded by: **Bianca**
In favor: Unanimous
Opposed: None
Abstentions: None

FOLLOWING UP FROM THE LAST MEETING

SURVEY RESULTS ON MEETING TIMES

The results of the survey taken by committee members indicated a preference for maintaining the current meeting time of 2:30 PM to 3:30 PM.

REVISING THE CHARTER

The workgroup made suggested revisions for the charter which included: amendments to the purpose and how best to articulate the importance of using HMIS data; proposed revisions to statements to clearly express HMIS's role in supporting community support systems and the bigger picture rather than simply focusing on system efficiency; feedback on reducing redundancy and increasing collaboration amongst providers was acknowledged; and restructuring the objectives focusing on improving and evaluating the system using feedback loops and monitoring evaluations.

Emphasis was placed on the broader purpose of HMIS, suggesting that a clarified understanding of its community utility and active collaboration among service providers could improve HMIS data.

SECURITY AND PRIVACY TRAINING

David presented an overview training session on privacy and security protocols associated with HMIS usage took place. Key topics included:

- **Security Basics:** Highlights on secure Internet usage, anti-virus, and firewall protections for devices that access HMIS, as well as the avoidance of storing or sharing passwords.
- **Data Privacy:** Explained the requirement for protecting client data, emphasizing informed consent, with obligations to communicate usage clearly to clients while adhering to privacy protocols.

Additional subjects covered agency responsibilities on setup requirements for computer security, storage of printed materials, user password protocols, and access roles within the HMIS system.

Discussions included user awareness on how visibility settings work for client data and the system-admin setup roles and permissions.

DRAFT

DISMISS MEETING

Meeting adjourned by Nate at 3:38 p.m.

ZOOM CHAT MESSAGES

Doug Odell (he/him):
Doug - Family Promise

Tara Stephen - CHS:
Tara Stephen - Center for Hope & Safety

Nicole Walker Sundby:
Nicole Walker Sundby - Polk County Family and Community Outreach (Resource Center)

Rachel McKee (she/her) MWVCAA:
Rachel McKee – MWVCAA

Brenda:
Brenda Newey UGM Simonka Place

Megan Smith:
Sean Farris and Megan Smith, sheltering Silverton

Doug Odell (he/him):
An HMIS program of some type is mandatory for HUD compliance.
Lynelle:
clarifying… I know some type of HMIS system is required for HUD compliance. Yet vitally, we didn't have HUD grants, so we had the option, and eventually decided to use HMIS anyway, so we could be part of the big picture.

Lynelle:
"vitally" should say "initially"

Homeless Alliance:
Thanks, Lynelle and Doug for the HUD comments. We definitely need to add that in here somewhere.

Pblanchard:
This isn't exactly using HMIS, however during HMIS assessments, clients are reporting abuse and many of us are mandatory reporters, clients also make complaints about other programs (some legit, some not)

Nicole Walker Sundby:
I have to log off! I appreciate you all!

DRAFT