Meeting Minutes of:

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

Meeting Location(s):
April 8, 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

Church at the Park, Katherine Sommer

Family Promise, Doug Odell

Marion County Housing Authority, Christine Sommer

Mid-Willamette Valley Community Action Agency, Rachel McKee

Mid-Willamette Valley Community Action Agency, Arches, Kaela Lombardi Alt Jared Valet

North West Human Services, Pamela Blanchard

Polk County Family and Community Outreach, Nicole Walker Sundby

Salem Housing Authority, Bianca Mendoza Alt. Betty Jordan

Sheltering Silverton, Megan Smith Alt. Sean Farris

UGM, Simonka Place, Brenda Newey

MEMBERS ABSENT

Church at the Park, Helen Jones

Church at the Park, Lynn Marquez

Easterseals, Wyat Sloan

Curandi, Chris Barber

Mid-Willamette Valley Community Action Agency, Arches, Kaela Lombardi

Salem Housing Authority, Bianca Mendoza

Shangri-La, Dominique Schoessler

Sheltering Silverton, Megan

St Francis Family Housing, Jill Tucker

Women at the Well, Grace House, Kimberly Nowlin

Youth Era, Eli Calvillo

Youth Era, Faye Sanders

MWVHA STAFF PRESENT

Center for Hope and Safety, Brenda Rada

MWVHA, ICA Consultant, Abby Burgess

MWVHA, Misty Sorte

MWVHA, David Peak

MWVHA, Nathanial Perez

MWVHA, Cassie Bay

MWVHA, Full Circle Consulting, Jan Calvin

WECOME

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

Nathanial Perez (MWVHA) introduced the meeting minutes and requested a motion to approve the February 11, 2025 meeting minutes.

MOTION TO APPROVE FEBRUARY 2025 MWVHA HMIS USERS WORKGROUP MEETING MINUTES BY: **BETTY JORDAN (SHA)**

Seconded by: **Rachel McKee (MWVCAA)**
In favor: Stephen, K.Sommer, Odell, C.Sommer, McKee, Valet, Blanchard, Walker Sundby, Jordan, Farris & Newey.
Opposed: None
Abstentions: None

ANNOUNCEMENTS

NEW USERS LICENSES

Nathanial announced upcoming changes to HMIS user licensing. They explained that the COC and OHCS were implementing new policies to ensure licenses are used effectively. The changes were driven by the need to manage the finite number of expensive licenses provided by OHCS.

Key points included:

- Agencies will need to justify license requests more thoroughly
- Inactive licenses may be deactivated after a certain period
- The goal is to allocate licenses to those actively using the system
- Details will be shared in an upcoming email to all users

Nathanial emphasized this was not meant to discourage license requests, but to improve overall system utilization.

TRAINING ACADEMY

Nathanial provided updates on HMIS training:

- Trainings will be held the first week of each month
- Users should contact the help desk to schedule training
- Agencies need to request training within that week or wait until the next month
- New users must complete training before accessing HMIS
- Refresher trainings will be held the last month of each quarter
- Additional trainings on reports and street outreach data entry are planned
- License requests will only be accepted on Tuesdays and Thursdays

OMC UPDATES

No specific discussion occurred for this agenda item.

PIT/HIC UPDATES

Abby presented the latest Point-in-Time (PIT) count data:

- Total homeless count for 2025: 2,221 individuals
- This includes sheltered and unsheltered counts
- Emergency shelter numbers increased due to new programs
- Unsheltered count increased from 878 to 945 since the last full count

- Transitional housing saw a slight increase
- Safe Haven beds increased from 5 to 20 individuals

Abby noted this data would be presented to the board and PIT/HIC workgroup. She mentioned HUD has not yet opened submissions, so minor changes may still occur. Abby thanked everyone for their efforts in verifying data and running reports.

Next steps include:

- Creating demographic breakdowns
- Analyzing housing inventory information

SPM UPDATES

David and Abby provided updates on System Performance Measures (SPMs):

- The process has been challenging due to data tracking issues
- SPMs focus on 7 years of historical data
- Measures include length of homelessness, returns to homelessness, income changes, and exit destinations
- Tens of thousands of errors were found, particularly in street outreach data
- This year's data will serve as a baseline for improvement
- The team is resubmitting FY 2023 data due to recent data cleanup efforts
- SPMs use a 2-year lookback period for returns to homelessness
- Accurate exit destination data is crucial for future reports
- Street outreach data is included regardless of client engagement status
- The group will review and potentially adjust data quality benchmarks

David emphasized the importance of ongoing data quality checks throughout the year to reduce the burden of annual cleanups.

Q & A

During this section, attendees asked various questions:

- A participant requested a template for accurately capturing homeless time frames
- Another asked about including client names in data quality reports for easier review
- There were discussions about the possibility of agencies running their own reports with identifiable information

Alliance staff encouraged attendees to reach out with questions between meetings and offered to provide office hours for report assistance. They emphasized their openness to addressing all types of questions and concerns.

DISMISS MEETING

Meeting adjourned by Nathanial Perez at hh:mm3:30 p.m.

ZOOM CHAT MESSAGES

14:34:26 From ChrisBarber : Is everyone having a torrential rainstorm outside?
14:34:42 From jared.valet : Not yet.
14:35:00 From Pblanchard : NOT CURRENTLY
14:35:47 From Pblanchard : I can't hear anyone
14:37:59 From Doug Odell (he/him) : Doug Odell - Family Promise
14:46:28 From Rachel McKee (she/her) MWVCAA : Rachel McKee - MWVCAA
14:46:32 From jared.valet : Jared Valet - MWVCAA
14:46:33 From Betty Jordan : Betty Jordan Salem Housing Authority
14:46:36 From Kathryn Sommer : Kathryn Sommer - Church at the Park
14:46:38 From ChrisBarber : chris.barber@curandi.org
14:46:40 From Christine Sommer/ Marion County Housing Authority : Christine Sommer Marion County Housing Authority
14:46:50 From Brenda : Brenda Newey UGM Simoka Place
14:47:22 From Pblanchard : Pamela Blanchard NWHS
14:47:32 From Sean Farris, Sheltering Silverton : Sean Farris, Sheltering Silverton
14:48:16 From Nicole Walker Sundby : Nicole Walker Sundby - Polk Community Resource Center
14:48:41 From Nicole Walker Sundby : Thank you!

14:54:09 From Rachel McKee (she/her) MWVCAA : The link for the training site is also in System News in HMIS
14:54:58 From DavidPeak : Reacted to "The link for the tra..." with 👍
14:56:07 From NathanialPerez : Reacted to "The link for the tra..." with 👍
14:56:24 From NathanialPerez : Thank you Rachel!!
14:59:37 From Nicole Walker Sundby : Reacted to "The link for the tra..." with 👍
15:20:22 From Betty Jordan : Maybe some little refreshers on common errors/ trends your team tends to see.
15:20:30 From DavidPeak : Reacted to "Maybe some little re..." with 💟
15:20:51 From Nicole Walker Sundby : Reacted to "Maybe some little re..." with 👍
15:20:56 From jared.valet : This is a committee where we come together in order to help our end users with policies and procedures.
15:21:24 From DavidPeak : Reacted to "This is a committee ..." with 👍
15:22:59 From Betty Jordan : I think some of the error lists that David sends out, people will have inquiries from those lists as well
15:23:20 From Nicole Walker Sundby : Reacted to "This is a committee ..." with 👍