MID-WILLAMETTE VALLEY HOMELESS ALLIANCE

HMIS Users Workgroup Agenda

Tuesday April 14, 2026
2:30 – 3:30
Virtual Only

Zoom Link: https://wesd.zoom.us/j/99816020094?pwd=SM7pFFrxbGAlLaeB3laWTDGSDKNVu1.1
Meeting ID: 998 1602 0094
Passcode: 057658

TIME	AGENDA ITEM	FACILITATOR
2:30	Welcome & Quorum Confirmation	Cassie & David
2:35	Consent Agenda • Agenda • Meeting minutes approval for 2/10/2026 **ACTION**: Approve Consent Agenda	Cassie
2:40	Charter Revision **ACTION**: Approve proposed charter revisions	Cassie & David
3:00	Federal Reporting Updates	David
3:20	Announcements & Other Updates	David
3:30	Next Steps & Adjourn Meeting	David & Cassie

The Mid-Willamette Valley Homeless Alliance (MWVHA) is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact MWVHA at (503) 540-1620, TTY 7-7-1 at least 48 hours prior to the meeting. We accept all relay calls.

Meeting Minutes of:

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

Meeting Location(s):
February 10, 2026
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, Brandi Rada
Church at the Park, Katherine Sommer
Family Promise, Doug Odell
Oregon Housing & Community Services, Angela Mullins
Shangri-La, Erika Bush
Sheltering Silverton, Sean Farris
St Francis Family Housing, Jill Tucker
UGM, Simonka Place, Brenda Newey

MEMBERS ABSENT

Marion County Housing Authority, Christine Sommer
Mid-Willamette Valley Community Action Agency, Arches, Rachel McKee
Northwest Human Services, Pamela Blanchard
Polk County Family and Community Outreach, Nicole Walker Sundby
Salem Housing Authority, Nicole Utz
United Way, SafeSleep, Lynelle Wilcox
Youth Era, Faye Sanders

MWVHA STAFF & GUESTS PRESENT

CRAWL; Seed of Faith Ministries: Priscilla Smith
MWVHA, Cassie Bay
MWVHA, David Peak
MWVHA, Misty Bolger

WECOME

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

DRAFT

AGENDA

Cassie went over the agenda items and meeting minutes and asked for a motion to approve both.

MOTION TO APPROVE 2.10.26 MEETING AGENDA & 10.14.26 MEETING MINUTES MADE BY **DOUG O'DELL.**

Seconded by: **Jill Tucker**
In favor: Rada, Sommer, O'dell, Mullins, Bush, Farris, Tucker & Newey
Opposed: None
Abstentions: None

COMMITTEE BUSINESS

Cassie presented the original HMIS Policies & Procedures draft and an updated HMIS Agency Agreement Form. She requested a motion to recommend adoption of the HMIS Policies & Procedures and approval of the updated HMIS Agency Agreement to move forward for final approval by the Board of Directors.

Cassie shared that the policies are aligned with HUD HMIS Data Standards and federal requirements, and establish a comprehensive framework for HMIS governance, data quality, privacy and security, reporting, and compliance expectations across the Continuum . This work addresses a longstanding gap and will support consistency and clarity in HMIS operations across the Continuum.

MOTION TO RECOMMEND ADOPTION OF MWVHA HMIS POLICIES & PROCEDURES AND APPROVAL OF UPDATED HMIS AGENCY AGREEMENT TO THE BOARD OF DIRECTORS BY: **BRENDA NEWEY**.

Seconded by: **Farris**
In favor: Rada, Sommer, O'dell, Mullins, Bush, Farris, Tucker & Newey
Opposed: None
Abstentions: None

INTERIM UPDATES

Angela provided a walkthrough on Interim Reviews in HMIS, emphasizing that interims must be used to document changes over time, such as income or disability status, and that original entry data should never be edited as it must reflect what was true at the time of entry. She highlighted common data quality issues, including editing entries instead of creating interims, removing historical data rather than end dating it, and inaccuracies caused by auto-populated fields. Best practices include using interim reviews with proper date alignment, end dating outdated information instead of deleting it, and ensuring data reflects the correct status for reporting. David reinforced that proper use of interims is critical for accurate system performance reporting and overall data integrity.

FEDERAL REPORTING UPDATES

DRAFT

System Performance Measures (SPM)
David shared that the SPM reporting window opened in early February and closes March 4. Data cleanup is currently underway, with a focus on street outreach data, invalid homeless start dates, and discrepancies in length of time homeless. He noted that system-level fixes are being addressed where possible and that agencies may be contacted for additional corrections as needed.

Data Quality Improvements
David outlined plans to implement routine, quarterly data quality checks moving forward, with the goal of improving ongoing accuracy and reducing the burden of large-scale cleanup at the end of the reporting year.

Point-in-Time (PIT) & Housing Inventory Count (HIC)
David confirmed that PIT night occurred on January 28, 2026, with this year's effort focused on the sheltered count only. Agencies were asked to ensure all data for that night is complete and accurate and to confirm that inventory information, including beds and units, is up to date.

OREGON HOUSING & COMMUNITY SERVICES UPDATE

Angela Mullins shared that OHCS is actively working on a statewide HMIS system transition, including selecting a new vendor with over 400 system requirements and an estimated project budget of $4.2 million. Due to the size of the project, third-party oversight is required, with an RFP anticipated in Fall 2026. The current WellSky contract extends through the end of 2027, with plans to complete data migration prior to that date to ensure a seamless transition. Angela noted the process is progressing well and emphasized ongoing statewide coordination efforts.

ZOOM CHAT MESSAGES

00:41:22	Jill Tucker (she/her): Gentle suggestion - the walkthroughs should be available and on the website so we can download them as needed or they could be combined into a how to guide because new HMIS users can really struggle
00:41:54	Sean Farris, Sheltering Silverton: Reacted to "Gentle suggestion ..." with 👍
00:41:59	Kathryn Sommer: Reacted to "Gentle suggestion - ..." with 👍
00:42:03	Cassie Bay - MWVHA:Reacted to "Gentle suggestion - ..." with ❤️
00:42:58	DavidPeak: Reacted to "Gentle suggestion - ..." with ❤️
00:43:15	Cassie Bay - MWVHA:Thank you, Angela!
00:44:39	Cassie Bay - MWVHA:What a cute doggy!!
00:45:35	Jill Tucker (she/her): Maple loves a zoom meeting
00:45:58	Angela Mullins, OHCS: OHCS HMIS Learning Library - OHCS HMIS Learning Library - Confluence
00:46:06	Jill Tucker (she/her): That's AWESOME!!!!!!!!!
00:46:17	Angela Mullins, OHCS: Interim Reviews - OHCS HMIS Learning Library - Confluence
00:47:02	Sean Farris, Sheltering Silverton: Thanks Angela! Super helpful info
00:47:32	Cassie Bay - MWVHA:Reacted to "Thanks Angela! Super..." with 👍

00:51:31	Jill Tucker (she/her): These training guides are great. Any updates on the how the search for the new provider is going?
00:54:32	Angela Mullins, OHCS: angela.mullins@hcs.oregon.gov
00:57:52	Sean Farris, Sheltering Silverton: Thanks guys
00:57:53	Jill Tucker (she/her): Thanks everyone

DISMISS MEETING

The meeting adjourned at 3:30 pm.

DRAFT

Mid-Willamette Valley Homeless Alliance

Summary of Changes

HMIS Users Workgroup Charter (Amended April 10, 2026)

Per the charter's requirement for annual review, the following updates are proposed:

Purpose

The Purpose section was expanded to include a new subsection describing *how* the workgroup will accomplish its responsibilities.

The workgroup will now:

- Develop and implement an annual workplan with measurable goals aligned with federal and state HMIS requirements
- Review data quality and system performance to identify trends and improvement areas
- Support peer-to-peer problem solving among HMIS Agency Administrators
- Identify training needs and recommend technical assistance
- Recommend updates to HMIS policies, procedures, and workflow guidance
- Provide recommendations to the HMIS-Lead and CoC Board

Membership

Changed "Appointment" to "Open Membership". Membership is now open to HMIS Agency Administrators actively using HMIS within the Continuum of Care.

Termination requirement of 2/3 changed to majority of votes of present members.

Meetings

Quorum provision removed due to open-membership (This will help with continued quorum issues)

Meeting & Public Meeting Law Compliance

Meeting notice requirements were clarified: Agendas will be distributed at least one week in advance, but no later than 48 hours prior to the meeting.

Voting Procedures

Decisions are now made by a majority of votes cast by members present, whether attending in person or virtually instead of 2/3.

Mid-Willamette Valley Homeless Alliance

HMIS Users Workgroup
CHARTER

A. PURPOSE

The purpose of the Mid-Willamette Valley Homeless Alliance Continuum of Care (CoC) HMIS Users Workgroup is to:

- Identify barriers to implementation of the CoC Data Quality Plan;
- Ensure agencies and individual users have what they need to be timely, complete, and accurate in their use of HMIS; and to
- Review and make recommendations on HMIS policies and protocols to the HMIS Lead, ~~HMIS Coordination Entity~~, and CoC Board.

To accomplish this work, the HMIS Users Workgroup will:

- Develop and implement an annual workplan with measurable goals aligned meeting federal and state HMIS requirements.
- Review HMIS data quality reports, trends, and system performance to identify barriers and opportunities for improvement.
- Facilitate peer-to-peer problem solving and share best practices among HMIS Agency Administrators.
- Identify training needs and recommend technical assistance to improve HMIS use and data quality.
- Develop and recommend updates to HMIS policies, procedures, forms and workflow guidance.
- Support implementation of the CoC Data Quality Plan through ongoing monitoring, collaboration, and accountability.
- Provide recommendations to the HMIS Lead and CoC Board regarding system improvements, policy updates, and resource needs.

B. MEMBERSHIP

1. ~~**APPOINTMENTS.**~~ **OPEN MEMBERSHIP:** ~~The Mid-Willamette Valley Homeless Alliance CoC Board of Directors is responsible for appointing members of the HMIS Users Workgroup, which will include the HMIS Agency Administrator of each participating agency.~~ Membership is open to HMIS Agency Administrators actively using HMIS within the Continuum of Care. Members must be actively engaged in the administration or operation of HMIS within their agency.

2. **TERMINATION.** The board may remove any member when it determines it is in the interest of the CoC to do so. Member terminations require a ~~2/3~~ majority vote of the present members. Reasons for removal include excessive absences from meetings, conduct that is contrary to the CoC's code of conduct, or noncompliance with conflict of interest or other policies. When a member is removed, the HMIS Participating Agency shall identify another HMIS Agency Administrator to be appointed to the workgroup.

3. **RESIGNATION**. Resignations by HMIS Users Workgroup members shall be submitted in writing to CoC staff and chair, who will forward the resignation notice to the CoC Board of Directors at the next regularly scheduled board meeting. When a member resigns, the HMIS Participating Agency shall identify another HMIS Agency Administrator to be appointed to the workgroup.

C. MEETINGS

1. **MEETINGS.** HMIS Users Workgroup meetings will occur monthly, or as directed by the co-chairs. A telephonic meeting may occur so long as all parties can both hear and communicate with each other. The HMIS Users Workgroup is a public body subject to the public meetings and record laws as stated in ORS Chapter 192. All meetings will be open to the public. The meeting agenda will be distributed to members and through public notice at least one week, but no less than 48 hours, prior to a committee meeting.

~~2. **QUORUM.** A majority, defined as 50% plus one, of the appointed, voting membership will constitute a quorum for any business requiring a vote at meetings. Members may attend either in person or by conference call, so long as persons in attendance and on the telephone can both hear and communicate with each other. Members attending by telephone conferencing may be counted towards achieving a quorum.~~

3. **VOTING**. HMIS Users Workgroup decisions shall be made by a ~~2/3~~ majority of the total votes cast by members present in-person or virtually. ~~available to the entire appointed, voting HMIS Users Workgroup membership present in-person or by phone.~~

D. CONFLICT OF INTEREST

1. **GENERAL PROVISIONS**. A conflict of interest is a situation in which CoC board or committee members, or one of their family members, has a personal or financial interest that compromises or could compromise the board or committee members' independence of judgment in exercising their responsibilities to the CoC. It is the position of this CoC that conflicts of interest shall not compromise the CoC's work and that even the appearance of a conflict shall be avoided in all circumstances.

2. **ADHERENCE TO CONFLICT OF INTEREST POLICY**. CoC board and committee members are expected to adhere to the CoC Conflict of Interest Policy, which requires the member to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

E. CODE OF CONDUCT

1. **GENERAL PROVISIONS**. CoC members (including all board and committee members) are expected to observe the highest standards of ethical conduct in the execution of their responsibilities, to conduct themselves with courtesy and respect, and to refrain from harassment, intimidation, discrimination, and physical or verbal abuse.

2. **ANNUAL DECLARATION**. Board and committee members are to annually receive a copy of the Code of Conduct, acknowledge receipt by signing a form, and submit a copy of the signed form to CoC staff.

F. AMENDMENTS

1. **PROCESS**. This charter may be amended at any CoC board meeting by a majority vote of the appointed, voting board membership. Copies of proposed amendments will be available for review at least one week prior to the board meeting at which the proposed amendments are considered. The board will seek prior review and recommendation by the HMIS Users Workgroup of any amendments to the charter, unless circumstances require an immediate change. In the latter situation, CoC staff will provide an explanation of the circumstances and provide opportunity for comments and input prior to and as part of the board meeting.

2. **FREQUENCY OF REVIEW**. The HMIS Users Workgroup will review this charter annually and submit any recommended revisions to the CoC Board of Directors.

Last updated:
December 8, 2022
Month DD, 2026