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.

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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.

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