HMIS Committee Meeting
February 14ᵗʰ, 2024 – 10:00am – 11:00pm Eastern Time

Attendees: Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Johnna Coleman (BBCoC), Micha Allen (BBCoC), Jeannine Fier (City of Tallahassee), Robyn Wainner (City of Tallahassee), Jackie Fortmann (Leon County), Halle Bush (Brehon), Diovionne Clifton (Catholic Charities), Taketha Branton (Catholic Charities), Gina Dozier (CCYS), Larry Gallien (CCYS), Vicki Butler (CESC), Nick Maddox (Family Promise), Tamika Fields (Family Promise), Derek Hubble (Family Promise), Red Caloca (Family Promise), Alma Venisee (Investing in our Youth), Tori Callan (Vet Village), Kairin Bonilla (FSU), Nicole Alvarado (FSU)

1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:02am.

2. 2024 Point-in-Time Count Results

- **Eric** briefly explained the purpose of the Point-in-Time event, and then presented the 2024 Point-in-Time count results. This year, our community saw a slight increase in unsheltered homeless clients – 288, up from last year's 269. Notably, there were 11 unsheltered homeless children surveyed in Gadsden County, and we have notified the agencies in this county to quickly address getting this children into shelter. In total, 261 households with 288 clients, 25 of which were veterans.
- **Eric** thanked **Jeannine Fier (City of Tallahassee)** for her assistance with creating a real-time dashboard, and electronic survey, which allowed us to perform all surveys more securely than using paper forms, and to view results live as they came in.
- The full Point-in-Time survey results, including sheltered client counts, will be presented during our Board and Membership meeting in April.

3. CoC-wide System Performance Measure Preliminary Results

- **Eric** briefly explained HUD's annual system performance measures (Length of time homeless; Returns to homelessness; Number of persons homeless;

Jobs & income growth; First time homelessness; and Successful housing placements).

- **Eric** presented the numbers as of today's date, explaining that these numbers are preliminary, and subject to change as the CoC performs data quality checks. HUD's submission deadline is March 13th, 2024.
- **Johnna Coleman** added that these system performance measures are part of our HUD funding, and we are scored on our system-wide performance. While some of these numbers (e.g. first-time homelessness) are out of our control, it is critical that agencies make sure their data is as accurate as possible – specifically, interim updates (when clients experience notable changes) and annual updates (on or just prior to the 1 year anniversary of client entry).

4. Help Wanted: Housing Inventory Count

- **Eric** explained that HUD's Housing Inventory Count (HIC) is coming up, which is an annual audit of available beds in all shelters and housing projects throughout the CoC, to report to HUD, and to improve planning and improving services.
- The CoC will be reaching out to all shelter and housing provider admins and leaders in the coming weeks to confirm their bed counts, so we can ensure we have as accurate of a count as possible.

5. Training Needs & Updates

- As the CoC is beginning to move out of it's annual reporting season, **Eric** opened the floor to all participants to ask what training topics should be featured in the coming year.
- **Alma (Investing in our Youth)** asked to be included in any HMIS refresher trainings.
- **Gina (CCYS)** asked if we can create a training on converting data and reports into actual stories and narratives – particularly for non-tech-savvy people, or those who do not have direct access to the data.
- **Robyn (City of Tallahassee)** requested additional/supplemental training on the various reports (canned and custom/BusinessObjects) within HMIS. Especially any reporting that the City and other stakeholders can use to understand some of the reports that the direct service agencies use frequently.
- **Eric** noted each of these trainings, and will work to incorporate each of these over the coming months. In addition, any other suggestions or requests for training can be emailed to Eric for consideration and addition.

6. Community Partner HMIS Concerns, Questions and Comments

- **Eric** opened the floor to any outstanding questions or concerns. Nothing was brought up.

7. Adjourn
- Jim adjourned the meeting at 10:47am.

Next HMIS Committee Meeting is scheduled for Wednesday, April 10th, 2023 - 10-11am

Additional HMIS Committee Meetings:

June 12th, August 14th, October 9th, December 11th

Previous Meeting Agendas and Minutes can be found on the BBCoC HMIS Committee Page:

https://www.bigbendcoc.org/hmis-committee/