

# HMIS Committee Meeting

February 12<sup>th</sup>, 2025 – 10:00am – 11:00pm Eastern Time

**Attendees:** Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Micha Allen (BBCoC), Jai' Leya Sobah (BBCoC), Jeannine Fier (City of Tallahassee), Robyn Wainner (City of Tallahassee), Jackie Fortmann (Leon County), Madison Heck (Apalachee Center), Megan Duncan (CESC), Leigh Ann Cloud (Family Promise), Justin Barfield (CCYS), Dee Jenkins (CESC), Regina Flowers (CCYS), Larry Gallien (CCYS), Saline Mendelsohn (Family Promise), Fred Thompson

## 1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:01 am.

## 2. Preliminary Point-in-Time Count Results

- **Eric Layton** presented the preliminary results of the unsheltered Point-in-Time count, noting that while the unsheltered count data is complete, the sheltered data is still being finalized due to pending results from non-HMIS participating agencies.
- The full results, including both sheltered and unsheltered counts, will be presented at the next CoC Membership and Board meeting in April.
- Eric highlighted trends in the data, including a slight overall increase in unsheltered homelessness and a potential rise in the count once recently incarcerated individuals (who meet HUD's definition of homelessness) are factored in.
- He also acknowledged positive trends, such as a decrease in the chronic homeless count and a continued reduction in unsheltered veteran homelessness, attributing these improvements to strong Permanent Supportive Housing (PSH) and veteran-specific programs.

## 3. Data Quality and HMIS Reminders

- **Eric** emphasized the importance of accurately entering the client location CoC code, as recent audits revealed that 23% of entries contained errors. He reminded everyone that the correct CoC code for their region is FL-506.
- Common errors include selecting AL-506 instead of FL-506, which could impact funding allocations.

- He encouraged HMIS users to thoroughly review entries before submission to ensure accuracy.

#### **4. Data Privacy and Security**

- **Eric** reminded agencies of the importance of data security, warning that some case managers have been allowing clients to use their work computers, which is a violation of HMIS security protocols.
- He urged agencies to report any known security concerns and emphasized the need for proper safeguards to protect client data.

#### **5. Community Partner HMIS Concerns, Questions and Comments**

- No comments or thoughts from the community at this time.

#### **6. Adjourn**

- **Jim** adjourned the meeting at 10:20 am.

*Next HMIS Committee Meeting is scheduled for Wednesday, April 9<sup>th</sup>, 2024 - 10-11am*

*Additional HMIS Committee Meetings:*

*June 11, August 13, October 8, December 10*

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

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