

Big Bend Continuum of Care

HMIS & Data Committee

MEETING MINUTES

Date	June 10, 2026
Time	10:00 AM - 10:29 AM Eastern
Format	Virtual (Microsoft Teams)
Total Attendees	33 (per attendance report)
Next Meeting	August 12, 2026 @ 10:00 AM Eastern

ATTENDEES

Attendee / Organization	Attendee / Organization	Attendee / Organization
Eric Layton Big Bend CoC	Rachel Jeune Big Bend CoC	Broderick Seabrooks Big Bend CoC
Tori Stephenson Big Bend CoC	Mahogany Brown Big Bend CoC	Kamdyn Blair Big Bend CoC
Bureaunna Winbush CESC	Kaniela Rhymes CESC	Malia Beermann CESC
Tammy Arnold CESC	Audrey Lavender CESC	Daniel Samuel CESC
Lise Jean CESC	Samantha Jennings CESC	Luciana Brown CESC
Claresa Brooks Catholic Charities	Sylvia Smith Big Bend Cares	Regina Flowers CCYS
Micha Allen Survive Thrive Advocacy	Saline Mendelsohn Family Promise Big Bend	Derek Hubble Family Promise Big Bend
Dee Bell Family Promise Big Bend	Jeannine Fier City of Tallahassee	Mandy Bianchi Ability 1st
Lisa Aufdencamp NWF Health	Cassandra Jones ECHO	Jill Hodges Apalachee Center
Danny Burke Volunteers of America FL	Ashli Reynolds CESC	Tamelia Gavin Family Promise Big Bend
Larry G CCYS	Dee Clifton Catholic Charities	Taketha Branton Catholic Charities

AGENDA

#	Agenda Item	Lead / Speaker
1	Welcome and Introductions	Eric Layton
2	Roll Call and Quorum Confirmation	Eric Layton
3	HMIS Referrals Reintroduction - Project Status Update	Broderick Seabrooks
4	Coordinated Entry Revamp: Timeline and System Preview	Rachel Jeune
5	CE Committee Launch Announcement (Starting July 2026)	Rachel Jeune
6	HMIS Training Website Relaunch Announcement	Eric Layton
7	Housing Inventory Count (HIC) Quarterly Bed Inventory Surveys	Eric Layton
8	Data Quality Reminder: Interim Updates and Annual Assessments	Broderick Seabrooks
9	Open Discussion / Agency Questions and Updates	All
10	Wrap-Up, Action Items, and Next Meeting Date	Eric Layton

DISCUSSION SUMMARY

Item 1 - Welcome and Introductions

Eric Layton opened the meeting, welcoming all attendees including those joining for the first time. He described the HMIS and Data Committee as a forum focused on the community's homelessness database, data quality, reporting, and client-centered information management. He emphasized that the meetings are open to all partners and stakeholders, encouraged attendees to forward the invite to anyone with an interest in data-driven approaches to addressing homelessness, and noted meetings are held every two months.

Item 3 - HMIS Referrals Reintroduction

Broderick Seabrooks provided an overview of the upcoming HMIS referrals feature. Key points discussed:

- Referrals allow agencies to direct clients to services they do not directly provide. For example, a client seeking emergency shelter at an agency that does not offer it can be referred electronically to an emergency shelter provider within HMIS.
- Backend configuration work is currently underway in WellSky. Broderick Seabrooks is leading the system build.
- Training materials are being developed alongside the configuration work.
- Agencies will receive guidance and training information from the HMIS team ahead of launch.
- Target timeline: soft launch August 1, 2026; full go-live October 1, 2026.

Items 4 and 5 - Coordinated Entry Revamp and CE Committee Launch

Rachel Jeune provided an update on the Coordinated Entry revamp and the upcoming CE Committee:

- Rachel Jeune is currently revising and updating CE policies and procedures and developing training materials.
- The CE Policies and Procedures draft is in final review against HUD CPD-17-01.
- The goal is to ensure all partner agencies share a clear understanding of the CE workflow under the revised system.
- A dedicated Coordinated Entry Committee will launch in July 2026, meeting bi-monthly. The committee will cover CE policy, assessor training, referral workflows, and system performance.
- Eric Layton noted the CE Committee is targeting a mid-July kickoff. Rachel Jeune indicated she will send calendar invites and additional details as the date approaches.
- The CE revamp is aligned with the same August 1 soft launch and October 1 go-live targets as HMIS referrals.

Item 6 - HMIS Training Website Relaunch: Homelessness HQ

Eric Layton introduced HomelessnessHQ.com, the new training and resource platform being built to replace the existing Learn HMIS site. Key highlights:

- The platform has been in development and concept phase for approximately four years. It was built entirely from scratch, with no external CMS or third-party frameworks.
- HomelessnessHQ is designed as a one-stop shop for homelessness-related training, news, and resources. It is not limited to HMIS users.
- The news section aggregates content across homelessness topics including advocacy, data, funding, and policy. Content is updated daily, with plans to move to multiple updates per day automatically.
- Resources are organized by federal resources, funding opportunities, research and data, and policy and advocacy.
- The course catalog is designed to serve HMIS users, outreach workers, case managers, agency leaders, COC staff, government officials, and law enforcement. Learners can identify their role and be routed to relevant content.
- Approximately 105 courses are currently in development across 14 learning paths. The platform also supports mid-video quiz gating and custom learning paths.
- Target launch for active use: August 1, 2026. The existing Learn HMIS site will be sunset at that time.
- The homepage and news section are currently available for browsing. The sign-in and access request functions are not yet active.

Item 7 - Housing Inventory Count: Transition to Quarterly Bed Surveys

Eric Layton announced a change to how BBCoC collects bed inventory data:

- Beginning July 1, 2026, bed inventory reporting will shift from annual to quarterly.
- Broderick Seabrooks will send survey forms to transitional housing and emergency shelter providers four times per year to capture current bed counts and population designations.
- Agencies will be asked to provide a breakdown of bed inventory by population served (for example, youth-only, family, single adult).
- This change is intended to improve the accuracy and timeliness of the BBCoC Housing Inventory Count and to keep BBCoC in compliance with HUD reporting expectations.

Item 8 - Data Quality: Interim Updates and Annual Assessments

Broderick Seabrooks led a discussion on interim reviews and annual assessments, engaging recent HMIS training participants:

- Interim reviews should be recorded any time a client experiences a change in income, employment, health insurance, or non-cash benefits. These four HUD verification sections are closely monitored by funders and stakeholders.
- Interim reviews demonstrate agency effectiveness over time. They show a client's trajectory from intake through stabilization and are used to support funding applications and renewals.
- Annual assessments are required for all clients enrolled in a program for one year or more. The assessment should be completed within 30 to 45 days prior to the client's program entry anniversary date.
- Eric Layton reinforced that COC system-wide HUD reports depend on timely interim updates. If changes are not documented, the hard work of case managers cannot be reflected in reporting. Incomplete assessments can also affect agency renewal funding applications.

Item 9 - Open Discussion

The floor was opened for questions. The following topics were raised:

Comparable Databases for Trafficking Survivor Agencies

Micha Allen of Survive Thrive Advocacy Center asked for guidance on HUD-approved comparable databases for agencies that serve human trafficking survivors and cannot enter client data into standard HMIS.

- Eric Layton confirmed that by federal law, agencies serving trafficking survivors or domestic violence survivors are prohibited from entering client data into a standard HMIS system.
- He offered to forward HUD resources on comparable databases to Micha Allen directly by email.
- He also recommended Micha Allen connect with Refuge House, BBCoC's DV provider, which uses a comparable database and has experience navigating this requirement.

Clarification: HMIS Prohibition for DV and Trafficking Clients

Luciana Brown requested clarification on when the HMIS prohibition applies to DV and trafficking survivors.

- Eric Layton explained that the prohibition applies at the agency level, not the client level. Agencies that work exclusively with DV or trafficking survivors are prohibited from entering their clients into HMIS.
- If a DV or trafficking survivor seeks services at a general shelter or agency, that agency can collect and enter the client's data, with the domestic violence flag noted in HMIS.

Item 10 - Closing Announcements and Adjournment

Before adjourning, Eric Layton made one additional announcement:

- Both the HMIS Committee and the Coordinated Entry Committee are seeking committee chairs. Preferred qualifications include a minimum of three to five years of experience in homelessness services and a background at the managerial or senior leadership level.

- The time commitment is approximately one hour every two months. Interested individuals should contact Eric Layton by email or reply to the meeting invite.

The meeting was adjourned at 10:29 AM.

ACTION ITEMS

Action Item	Assigned To	Due Date
Forward HUD comparable database resources to Micha Allen	Eric Layton	Promptly
Send CE Committee meeting invite and details to partners	Rachel Jeune	Before mid-July 2026
Complete WellSky configuration for HMIS referrals	Broderick Seabrooks	Before August 1, 2026
Distribute quarterly bed inventory survey forms to shelters	Broderick Seabrooks	On or after July 1, 2026
Finalize and launch HomelessnessHQ for active use	Eric Layton	August 1, 2026 (target)
Recruit committee chairs for HMIS and CE Committees	Eric Layton	Ongoing

Next HMIS Committee Meeting

August 12, 2026 @ 10:00 AM Eastern
Virtual (Microsoft Teams)

Please submit agenda items to Eric Layton at least one week prior to the meeting.