SJCoC HMIS and Data Committee

January 29, 2019

Minutes

Meeting called to order at 1:05 p.m. at 2431 W. March Lane #350, convened by HMIS Lead Agency Bill Mendelson.

Attending: Don Aguillard, Greg Diederich, Jon Mendelson, Bill Mendelson

The primary discussion revolved around a draft update of the CoC HMIS policies and procedures which the Lead Agency had provided for review prior to the committee meeting.

In the draft there is mention of a “security officer” who would serve as the CHO’s point person for the purposes of the P&P manual; there was agreement that there should be a list of terms or a glossary as part of the document. Bill also mentioned that the term had been adopted from elsewhere and could be changed.

The P&P manual indicates that actions might be taken in regard to agencies/program that are not compliant with standards. Discussion focused on what sanctions might look like since the objective is to encourage participation. Greg suggested that the policies should emphasize the positive and sanctions be a last resort, perhaps in the form of having to contribute to the cost of the system.

The draft did not specify a written disaster recovery plan; bill indicated that he is obtaining that from the vendor, Bitfocus.

There was considerable discussion about standards of data completeness (HUD does not have any established standards) and quality standards. The committee agreed that they should be established no lower than exiting benchmarks of data entered in HMIS.

Bill agreed to revise the draft of manual and attachments and distribute them to the committee for comment prior to requesting approval by the CoC Board at the next meeting.

The meeting was adjourned at 2:05 p.m.