

April 2023 DAC Meeting Minutes

April 26, 2023

Members present: Thomas Montaglione, Kim Sanders, Joann Markley, Mary Ann Priester, Shamika Agbeviade, Titiksha Fernandes, Megan Coffey, Melissa Corzine Kathryn Firmin-Sellers

Guests present: Branden Lewis, Erin Nixon, Katie Church, F Parkinson

Members absent: Anisse Puryear Sydney Idzikowski, Ron Clark

February Meeting Minutes

Titiksha moved, 2nd by Melissa.

HMIS License Fees for 2023-2024

Erin discussed upcoming license fees for HMIS; as recommended by the HMIS sub-committee, the license will be a flat fee of \$250. There will not be a membership fee for the dashboards this year as we received feedback that it was not well utilized; we may revisit this in future years. Once the license fee is approved, Mary Ann will send out an attestation form to all agencies to ensure that everyone is aware of the change. The fee also must be approved by the Board of County Commissioners.

Melissa motioned to approve the license fee, with a second by Titiksha.

Bitfocus Migration

While end users have not been affected by the migration yet, the HMIS team is meeting with Bitfocus twice weekly 0 – We are also meeting with HUD TA every other week. The system admins have completed their initial required training and just received access to the live site yesterday. Shamika and Emilie will be focusing on training users in upcoming months and will be leading a focus group to examine topics like the ROI and system governance. Kim will be focusing on getting familiarized with the reports that are available within Bitfocus and ensuring that community reporting needs are met.

There will be a brief data entry blackout period in early July, planned to be surrounding the July 4th holiday.

PIT and HIC Submittal to HUD

Kim went over the PIT and HIC results that will be submitted to HUD on April 28. Melissa noted that their VA Contract program is 12 rooms but can be family households; the capacity will be reduced from 27 beds to 22 beds to more accurately reflect available beds. It was noted that Samaritan House had lower utilization compared to previous years. It was also questioned why Moore Place was not at capacity; generally, they may have one or two beds open on the night of PIT while the units are being turned over and getting ready for a new client. This year, however, seven beds were available. It was noted that Moore Place had a heating issue at one point during the summer – Kim will reach out to confirm and include that as a note for the project if so.

