

## **DAC Meeting Minutes**

12.9.2020

Members present: Kim Sanders, Shamika Agbeviade, Thomas Montaglione, Allison Winston, Mary Ann Priester, Courtney LaCaria, Melissa Corzine, Anisse Puryear

Guests present: Branden Lewis, Erin Nixon, Lisa Adams

Members absent: Liz Clasen-Kelly, Justin Lane, Joann Markley

Note: Evelyn Murrell and Patrick Hayes have left their positions

Quorum established.

Reviewed November Meeting Minutes. No changes were made. Thomas motioned to approve the minutes, with second by Melissa. Motion approved.

### SPM

Kim reviewed initial SPM data update for November. Of note, the 'first time homeless' measure continues to decline, which was a little surprising to some members. Data cleanup will continue over the next several months, with final 2019-2020 reporting due on March 1, 2021.

### LSA updates

Wellsky continues to update scripts for error flags. Final reporting for both 2018-2019 and 2019-2020 data is still currently set for December 31, but other CoCs have begun to request extensions. Missing social security numbers (full number) can cause our LSA to be rejected if the number missing is too high. Shamika has sent out requests to the providers to update missing data.

### ROI

Shamika discussed her recent emails sent to providers regarding missing ROIs. These must be uploaded by the provider to avoid visibility issues, especially with new providers now in the HMIS system. Best practice is to back-date the ROI.

### HMIS Sub Committee

The sub-committee met on November 25<sup>th</sup>. The committee reviewed HMIS help desk request data, September MCAH invoices, and the draft HMIS Mission and Vision statements. No edits were made at the time, but it is still in draft form and will be distributed to the DAC at a future date.

### DAC Membership Composition

Led in the discussion by Mary Ann, the committee reviewed the DAC composition documents and bylaws. We need to fill 2-3 vacant seats, as Liz has not been able to attend meetings, and Evelyn and Patrick have left their positions with their provider organizations. We are now missing CoC Board representation, and also missing a member who explicitly serves veterans. We would also like to invite members who have lived experience in homelessness, and those who serve in prevention/diversion.

Shamika noted that when it is time to revise our committee documents, we could think about adding a membership role for someone who works in the healthcare field.

Next steps: Allison will connect with Branden, who will work with Kathryn and Tchernavia to call for nominations to fill these roles.

The committee also discussed membership and elected (Chair and Vice Chair) terms. As the DAC was newly organized and all members began at the same time, membership needed to be staggered so as not to have to fill all the roles at once upon new terms. It was decided that the positions vacated by Liz, Evelyn, and Patrick will serve at the first round of staggered memberships. New members should be appointed by the February DAC meeting; at that time, we will call for nominations for new Chair and Vice Chair positions (one year terms). We will vote on these positions at the March meeting.