

DRAFT Meeting Minutes

Monday, June 2nd

In Attendance: Cathy ten Broeke, Laura Kadwell, Mary Orr, Jim Anderson, Ben Van Hunnik, AG Lynch, Mike Manhard, Ji-Young Choi
On Phone: Rebecca Bowers, Carla Solem, Kathy Vitalis

1. Data Structure & Sharing (DSS) Workgroup Update

Discussion	Actions Identified
<p>HMIS 2.0 Project Manager Update</p> <ul style="list-style-type: none"> • State/CoCs (IPT members) approved a process for identifying Project Manager. • Eric Hands (Hearth Connection), Tony Peleska (MHFA), and Jennifer Trombley (DHS) with Mike Manhard (MESH) facilitating will determine the process for selecting candidate. • The group met last week and reviewed job description (still refining) • Group also reviewed two options for filling Project manager role: <ul style="list-style-type: none"> ○ Utilize existing state staff who have expertise in data systems/project management (low cost) ○ Pursue contract through state's Data Analytics Master Contract list. • Group made progress, but no formal report as of yet. 	
<p>Data Structure Update</p> <p>Legal</p> <ul style="list-style-type: none"> • Handout provided • Mike, Jim, Ji-Young provided overview of legal meeting. • Additional agency agreements (local CoC) might address most of what we are seeking with CoC admin and access to data issues. • How do we expand beyond CoCs/funders comparing data? Returns to systems down the road. • Summary—some answers for how funders can see data, how CoCs can administer and see local data. No answers for cross-region/state-wide data, what to do with those not funded by state/CoC funds. Mary • Strong emphasis for forming collaboratives, but this will take time. • Sue Hanson—Ramsey County Suburban Collaborative—would be a good resource. • Can MICH be behind legislative action for cooperative? <p>System</p> <ul style="list-style-type: none"> • Setting up for planning for session with coordinators. Will include an in person meeting with Chuck and Barb. • Most likely will take place June 23rd, maybe 25th. DSS meeting and CoC coordinators meeting. • Still working on all the pre-meeting questions. • The meeting will include others (other funders, large organizations, etc.) but will be targeted just to CoC coordinators. Might have initial meeting with funders on this day. • Likely metro 	<p>Jim will check with Ben, Ji-Young will check with Stacy about their availability to help identify talking points and/or write proposed language for collaborative legislation.</p>
<p>Workplan</p> <ul style="list-style-type: none"> • Have identified ability to TEST components/functions of HMIS system that we are not currently utilizing. 	

<ul style="list-style-type: none"> • Testing different than piloting in that it is offline and would not require as much support from Wilder. Can begin and learn much more quickly. • Wanting to have tech folks test alongside end users (including Natalie Matthews from Abt Associates—HMIS TA team) 	
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2. Governance and Lead Agency (GALA) Workgroup Update

Discussion	Actions Identified
<p>Governing Board</p> <ul style="list-style-type: none"> • Talked about request for Tribal representation (on GALA and Governing Board). Need on both groups. • Looking at a representative on Governing Board. • Liz will be meeting with Tribal leaders to think about how selection of seat will work. • Drafting a coverletter for application for Governing Board. • Timeline for GB <ul style="list-style-type: none"> ○ Coverletter and application by 6/10. 3 days to review and send feedback. <ul style="list-style-type: none"> ▪ Formally approve coverletter/application at next GALA group ○ Once approved, people will start distributing. Make sure it gets to key folks. ○ Applications will be due 7/18 ○ IPT will review applications. What will be process for reviewing applications? How will state/CoCs approve? ○ Decision/ratification on composition by 8/15. • Remaining question about staff for GB. Who will help the group/staff the group? Jim and Laura K? • Will be spending more time talking about function of the group—how will HMIS 2.0 work continue while GB takes on new role and determines their governance roles/rules. <p>Lead Agency</p> <ul style="list-style-type: none"> • Looking at releasing RFI for purposes of filling lead agency role • Jim is looking into models for RFIs • IPT would be issuing and receiving responses. • Flow of \$\$ from CoC funds would be very slow. Would need to be source of funding since CoC won't be ready right away. • Will be having discussion regarding how contracts will run. • More questions than answers at this point. Need to be comfortable with the questions and pushing forward. • RFI for lead agencies will solicit budgets 	

3. MICH Update, if needed

Discussion	Actions Identified
<ul style="list-style-type: none"> • Commissioners met last week. • At September 4th meeting, Cathy will be bringing items for budget/legislative items (including budget for HMIS, etc) • Can we have idea of what we need for state budget by September? • Senior leadership will need to review in advance (early August)—can we add budget to Project manager tasks? One-time costs and on-going costs 	

4. Other items

Discussion	Actions Identified
<p>End User Webinar</p> <ul style="list-style-type: none"> • About 150 participants • Led by Mike, Laura McLain, and Sharon Arch. • Went well. General positive feedback. Good questions. • Will want to do next Webinar in late July. Need to get on calendar sooner than later. • Wilder is trying to watch where they “lead” in HMIS 2.0 efforts. Hard to balance when there are so many areas in which they are the only ones who can answer. 	
<p>MCH HMIS 2.0 Session</p> <ul style="list-style-type: none"> • Craig has registered a session at next MCH conference (September) for HMIS 2.0. • Craig did as placeholder but has been very sensitive to make sure Wilder is not assumed to be the lead. • Katherine Wagner (MCH) has asked for session overview and speakers to be identified by mid June—hard to do when so much is still unknown. • Session should include: <ul style="list-style-type: none"> ○ Governance updates ○ System changes updates ○ Budget updates ○ Q/A ○ Next Steps 	<p>IPT determined that Mike and Cathy will be named in MCH Conference as leaders of session on HMIS 2.0. Mike will work on submitting the final session description.</p>
<p>ITV Meetings</p> <ul style="list-style-type: none"> • IPT meetings have been difficult for those accessing meetings from conference call. Hard to follow meetings, handouts, etc. • Seeking iTV option going forward (without changing meeting time) 	<p>Ji-Young will look into iTV or GoToMeeting solutions</p>

5. Actions Identified

Task	Persons Responsible	Timeline
Check with Ben and Stacy about their availability to help identify talking points and/or write proposed language for collaborative legislation.	Jim/Ji-Young	ASAP
Look into iTV or GoToMeeting solutions for IPT meetings	Ji-Young	Prior to next meeting
Draft June IPT update	Mike and Laura	Within the next week
Seek check-in meeting with TA and IPT (Sometime around their visit on 6/23)	Mike	Within the next week
Plan End User webinar in late July	Ben/Mike	Prior to next meeting

6. Adjourn