

HOMELESS MANAGEMENT INFORMATION SYSTEM ADVISORY TASK FORCE

CHARTER

WHEREAS, Minnesota's initiatives to end homelessness statewide include numerous stakeholders, including Continuums of Care jurisdictions ("CoCs"), state agencies, statewide coordinating bodies, regional and local communities and governmental bodies, Indian tribes and community organizations; and

WHEREAS, a critical element of Minnesota's initiative to end homelessness statewide is to ensure consistent, complete and accurate data collection and management to support effective individual case-planning as well as program-level, system-level and statewide planning and evaluation; and

WHEREAS, in 2004, after Congress directed the U.S. Department of Housing and Urban Development ("HUD") to work with all CoCs receiving HUD homelessness assistance funding to implement a local database to collect information on persons experiencing homelessness, all CoCs in Minnesota joined together to implement a single, statewide Homeless Management Information System ("HMIS"); and

WHEREAS, the CoCs agreed to use the same software vendor and to select a single agency to serve as their lead agency to coordinate the HMIS, fulfill lead agency duties of the applicable HUD regulations and funding requirements and facilitate a statewide collaboration around the development and implementation of the HMIS, as well as to serve as the system administrator, overseeing the technical design, implementation and operation of the HMIS system and software; and

WHEREAS, the State of Minnesota, through its Department of Human Services and Minnesota Housing Finance Agency ("Minnesota Housing"), has joined with the CoCs to provide substantial support to developing and maintaining the HMIS collaboration; and

WHEREAS, although great strides have been made to develop an effective HMIS collaboration, many gaps and areas for improvement remain that must be addressed; and

WHEREAS, in 2013, after a thorough examination of the HMIS collaboration governance and functionality that involved multiple stakeholders, it was determined that several improvements to the HMIS collaboration were needed which include, among others, adopting a new statewide governance model for the HMIS collaboration that provides leadership in oversight and direction, and identifying a single organization to serve as the lead agency to provide strategic direction and oversight (the "Lead Agency"), and a separate organization to serve as the system administrator to focus on technical systems and management (the "System Administrator"); and

WHEREAS, the stakeholders have agreed that the best structure for the new statewide governance model is for Minnesota Housing to form an advisory task force to advise the Lead Agency with respect to the HMIS collaboration, to be the forum for broader stakeholder engagement, program coordination, policy, planning, and operation of the HMIS collaboration, and to be the point of collaboration among the CoCs, state agencies, tribes, affected

communities, the State Director to Prevent and End Homelessness and the Interagency Council on Homelessness; and

WHEREAS, the CoCs have agreed to select Minnesota Housing as their Lead Agency and Minnesota Housing has agreed to serve in this role, which will include providing staffing support for the advisory task force through the Office to Prevent and End Homelessness, managing planning and overall implementation of the HMIS collaboration, coordinating contracts with the System Administrator and other vendors, providing clear direction to the System Administrator, and serving as the HMIS project grantee; and

WHEREAS, in addition to its role as Lead Agency, Minnesota Housing will participate in the governance of the HMIS collaboration on behalf of the Interagency Council on Homelessness, through representation on the advisory task force, along with representatives of other stakeholders.

NOW, THEREFORE, the undersigned, as Commissioner of Minnesota Housing, adopts the following Charter for the purpose of forming an advisory task force under Minnesota Statutes Section 15.014:

Article I. Name

The name of this advisory task force is the Homeless Management Information System Advisory Task Force (the “HMIS Task Force”).

Article II. Purpose

The HMIS Task Force is organized and operated for the purpose of advising Minnesota Housing on policy, planning, priorities, and operational matters concerning the implementation and administration of the HMIS collaboration.

Article III. Duties and Scope of Authority

The HMIS Task Force will:

1. Advise Minnesota Housing on strategic planning, policies, and priorities for the administration of the HMIS collaboration.
2. Advise Minnesota Housing on developing a system-wide budget for the HMIS collaboration.
3. Participate in developing resources to meet HMIS collaboration budget needs.
4. Coordinate decision-making among the CoCs related to their designation and evaluation of Minnesota Housing as the Lead Agency.
5. Work with Minnesota Housing to resolve issues as they arise related to the HMIS collaboration and participate in the CoCs’ annual review of Minnesota Housing’s performance in its role as Lead Agency, as further set forth in the MOUs between each CoC and Minnesota Housing.

6. Advise Minnesota Housing on the selection and performance of the System Administrator.
7. Advise Minnesota Housing on public communications related to the HMIS collaboration.
8. Advise Minnesota Housing on the use of HMIS collaboration data for research purposes to enable the production of jurisdictional reports, including the reporting needed to meet state and HUD requirements.
9. Advise Minnesota Housing on establishing and maintaining a grievance policy that is understood and trusted by all constituencies.
10. Provide Minnesota Housing with information and advice needed to ensure system compliance with HUD and legislative mandates.
11. Recommend candidates to the Commissioner for appointment as members and as officers of the HMIS Task Force.
12. Serve as a forum for broader stakeholder engagement, program coordination, policy, planning, and operation of the HMIS collaboration.

Article IV. Bylaws

The HMIS Task Force shall act according to the Bylaws that have been approved by the HMIS Task Force and the Commissioner.

Article V. Membership

The HMIS Task Force shall consist of no more than fifteen (15) members. The Bylaws shall set forth the composition of the membership and procedures for their nomination and appointment. Members shall receive expenses in the same manner and amount as provided in the commissioner's plan under Minnesota Statutes section 43A.18, subdivision 2.

Article VI. Duration

In accordance with Minnesota Statute Section 15.059 subdivision 6, the HMIS Task Force shall expire at the pleasure of the Minnesota Housing Commissioner, or two years after the first members of the task force are appointed, whichever is sooner. If the initial HMIS Task Force expires, another task force may be created to continue the work of the HMIS Task Force. In addition, if Minnesota Housing is no longer serving as the Lead Agency, the Commissioner may terminate the existence of the HMIS Task Force.

The undersigned has signed this Charter on this _____ day of _____, 2015.

Mary Tingerthal, Commissioner,
Minnesota Housing Finance Agency