MINNESOTA'S HMIS
Homeless Management Information System

Minnesota's HMIS Communication Plan

Policy Area		Proposed Policy/Practice and Timeline	Responsible Party
HMIS Governing Board	Meeting Notices	Annual meeting calendar (including dates, time, location and Chair contact) shall be posted on the Minnesota HMIS website.	Board Chair provides to ICA ICA will post on website
	Meeting Packet	Draft meeting packet (agenda and handouts) shall be emailed to the HMIS Governing Board distribution list and posted in Google Docs at least 5 business days prior to the meeting.	Board Chair
		Final meeting packet shall be emailed to the HMIS Governing Board distribution list and posted in Google Docs by the Friday before the Monday meeting via.	Board Chair
		Meeting attendees are responsible for bringing their own copies of the board packet to the meeting.	
	Minutes	Draft minutes shall be posted in Google Docs no more than 5 days after the meeting.	Board Secretary
		Approved minutes shall be posted (and replace the draft minutes) in Google Docs no more than 5 days after being approved.	Board Secretary
		Key decisions and action items will be highlighted and tracked to assure accountability and transparency.	The Executive Committee
	Constituent Updates	Communicate key items (desired input, key decisions, etc.) to constituents each month.	All Board members
		The Board will have a standing agenda item to identify key items at the end of each HMIS Governing Board meeting.	Board Secretary
		All Board members shall visit at least one regional meeting to share information, solicit feedback and listen to End User experiences. These visits shall occur annually between April and May.	All Board members

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	Attendance	Board Membership shall provide proper notice to Chair if s/he will not be able to attend the meeting.	Board members Board Secretary tracks attendance
	Reports	Committee chairs shall submit the reports to the Board Chair and Secretary at least 5 business days prior to the meeting, if possible. Committee reports will be sent out with the final meeting packet.	Committee Chairs
	Member Information	The Board membership list shall be posted on the Minnesota HMIS website. The membership list content shall include: contact information, seat, organizational affiliation, term and satisfaction of conflict of interest forms completion.	Board Secretary ICA will post on website
	Foundational Documents	Charter, Bylaws and work plan shall be posted on the Minnesota HMIS Website.	Board Chair ICA will post on website
Committees: Executive, Finance and Policy & Prioritization, and Implementation	Meeting Notice	Committee meetings (including dates, time, location and Chair contact) shall be posted on the Minnesota HMIS website. Committee chairs shall maintain an up-to-date email list of membership and send calendar invites at least 7 days prior to meeting.	Committee Chairs ICA will post on the website Committee Chairs
	Minutes/Report	Minutes/Report shall be sent to the Board Chair no later than the last Friday of the month. Reports shall be posted in Google Docs as part of the HMIS Governing Board's meeting packet.	Committee Chairs Board Chair
Website		Ensure the Minnesota HMIS website is update to date, user friendly, and contains the required documents as described in this Communication Plan. Will need to determine what is public vs. internal on site.	Communications Workgroup and ICA
Grievance		Executive Committee will respond to all grievances and notify Board of action taken on the grievance.	Executive Committee