

Minnesota Homeless Management Information System Governing Board

Board Member Application Information

2019-2022 Term

What is the purpose of the Board?

The purpose of the HMIS Governing Board is to enhance Minnesota's ability to end homelessness by helping to ensure that Minnesota's HMIS is functioning at its highest potential; helping to inform and improve client services, community planning, program and system evaluation, and funding decisions.



What does it do?

The HMIS Governing Board supports the delivery of services and the evaluation of efforts to prevent and end homelessness in Minnesota through proactive support for system maintenance and modification. The Board:

- Works with the system administrator to take decisive action on policy, planning, funding, priorities, evaluation, and operations matters concerning the implementation and administration of HMIS;
- Serves as a forum for broader stakeholder engagement, program coordination, evaluation, policy, planning, and operation of the HMIS;
- Serves as the point of collaboration among the CoC's, State agencies, tribes, affected communities, the State Office to Prevent and End Homelessness and Minnesota Interagency Council on Homelessness (MICH).

Members represent and seek to meet the needs of all HMIS stakeholders.

What is its authority?

- Select and evaluate the performance of the HMIS Lead and System Administrator;
- Establish annual budgets and work plans;
- Establish funding plans that include the targeted contributions per funder, program, and/or user. This includes establishing consequences for entities meeting or not meeting contribution targets;
- Establish policies and protocol for data collection, data sharing, administration, reporting, and any other use of or changes to HMIS;
- Establish, monitor and adapt a process for approving and prioritizing HMIS projects;
- Take corrective action, where necessary, to alter or advance system changes in order to ensure optimal performance of HMIS.

Are there committees?

In addition to the governing board, four standing committees do much of the work of the board: the Finance Committee is responsible for establishing a budget and for defining an approach to financing the system; the Policies and Prioritization Committee makes operational decisions and recommendations; the Implementation Committee acts as a user-group and engages clients; and the Communications Committee provides overall communication to HMIS users and the general

public about the impact that HMIS has in Minnesota. Other committees are formed on an as-needed basis and are usually time-limited.

Expectations of a Board member

Interested applicants will be expected to be active participants who are familiar with the HMIS system and interested in participating in decision-making, direction-setting and prioritization of work to be done in the system.

Information on this application will also serve as an indication of interest in participating in a Committee or Workgroup. Interested parties are encouraged to submit an application for participation.

What about meetings? Are there lots of MEETINGS?

Governing Board meetings are held monthly and may be scheduled more frequently as needed. In addition, Board members are encouraged to participate on at least one committee and committee meetings are scheduled monthly and may be more or less frequent, as needed. Every effort is made to make attendance available through remote media (e.g. phone, interactive TV, on-line meeting software) and members are encouraged to use these means to participate in Board activities.

What about money? Can I be compensated for my time and expenses?

No compensation is available to Board members.

Why me? What could I do?

You care about some aspect of HMIS - perhaps it's improving it so it is easier to use. Perhaps you want to see better information come out of all the data that is gathered. Perhaps you would like to see the tool better used for case management. But you care.

You have energy to learn, to participate, to add your voice and collaborate in making some difficult decisions that impact your community as well as others in Minnesota.

You want to contribute. Perhaps you represent a particular population that experiences homelessness or have experienced homelessness yourself. Perhaps you know a lot about systems

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and could bring that perspective to the Board deliberations. Perhaps you have research experience and your questions could help bring answers to the wider community.

Sounds interesting! How do I apply?

Application is to be made online, and must be submitted by February 4 to be assured of full consideration by the Board or appointing authority. Appointing authorities may choose to review applications received after the due date above.