

GA Balance of State CoC HMIS Committee Meeting**October 29, 2015 / 2:00 PM**Go-To-Meeting Conference Call (<https://global.gotomeeting.com/join/461968293>)**Agenda**

- Orientation
- Georgia HMIS Steering Committee Bylaws
- Georgia HMIS Steering Committee Appointment
- Upcoming Committee Business

Meeting Notes

Welcome and Introductions – Tina Moore, Continuum of Care Program Coordinator, Office of Homeless and Special Needs Housing

Attendance:

Members Present:

Maria Beard, CSRA Economic Opportunity Authority; Nonprofit Homeless Service Provider; East GA
Lucinda Garrett, Douglas County Community Service Board; Mental Health Service Provider; West GA
Keya Hillman, Action Ministries; Nonprofit Service Provider; North GA

Members Absent:

Ciceli Brown, City of Albany; Local Government Service Provider; South GA
Stephanie Johnson, Behavioral Health Services of South Georgia; Mental Health Service Provider; South GA

Collaborative Applicant Staff:

Christy Hahn, Department of Community Affairs
Tina Moore, Department of Community Affairs
Amy Zaremba, Department of Community Affairs

This meeting of the Homeless Management and Information Systems (HMIS) Committee began at 2:00 P.M.

The meeting began with a brief overview of the HEARTH Act and the Continuum of Care (CoC) Program. Tina Moore discussed the HEARTH Legislation, changes to the CoC as a result of the HEARTH Act, and CoC roles and responsibilities as they relate to CoC membership.

Christy Hahn and Ms. Moore then provided an overview of the Balance of State (BoS) board and governance structure, BoS committees, and responsibilities of the HMIS Committee as outlined in the Governance Charter that was originally ratified by members on January 28, 2014 (and updated January 21, 2015).

Christy Hahn introduced the next agenda item, the Georgia HMIS Steering Committee Bylaws. Referencing the *Georgia HMIS Steering Committee Bylaws 10-21-15 Final* document, Ms. Hahn reviewed the Bylaws in detail, discussing work with the HMIS Lead, HUD TA representatives, and seven other participating CoCs to develop the Bylaws to this final draft that is being voted on by each of the participating CoCs. Ms. Hahn discussed the need to align the Bylaws with regulations in regards to the

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Approved Governance Charter and other related information available at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/continuumofcare.asp>

roles and responsibilities of each party noting that these Bylaws are required to be updated annually. Ms. Hahn requested the committee to adopt the Bylaws.

Motion to approve and adopt the Georgia HMIS Steering Committee Bylaws was made by Lucinda Garrett and seconded by Keya Hillman. The motion was passed unanimously, and the recommendation will move forward to the Board for approval.

Christy Hahn then reviewed requirements of the Georgia HMIS Steering Committee Bylaws to appoint two BoS CoC voting members to serve on the Georgia HMIS Steering Committee to provide oversight of the HMIS implementation and to represent the BoS Continuum in GA HMIS decision-making. Ms. Hahn noted that the Bylaws require one representative from the Collaborative Applicant, and one representative with technical understanding of HMIS. Ms. Moore noted that the Collaborative Applicant chose Ms. Hahn to represent the Collaborative Applicant, and then she asked each of the committee members what her interest was. Keya Hillman reported that she was interested but would need to check with her supervisor. Lucinda Garrett indicated interest in the event Ms. Hillman was not able to serve. Ms. Moore requested the committee approve Christy Hahn and Keya Hillman, contingent on her supervisor allowing it, be recommended to the Board as the two appointed voting members on the HMIS Steering Committee.

Motion to appoint Christy Hahn and Keya Hillman as specified in Section IV of the Bylaws, to serve on the GA HMIS Steering Committee to provide oversight of the implementation and represent the Balance of State Continuum in GA HMIS decision-making was made by Maria Beard and seconded by Lucinda Garrett. The motion was passed unanimously, and the recommendation will move forward to the Board for approval.

Christy Hahn then reviewed the requirements of the Georgia HMIS Steering Committee Bylaws to designate at least one user in the Continuum to be the CoC Administrator, who will be authorized to have administrative-level access to the data for the Balance of State CoC for the purposes of providing oversight, user support, and monitoring. Ms. Hahn reported to the committee that the Balance of State has two individuals that currently fill that role and recommended that Katie Arce and April Lockett be designated to serve as CoC Administrators, as defined in the Bylaws. Ms. Hahn requested the committee approve Katie Arce and April Lockett be recommended to the Board to serve as the two designated CoC Administrators.

Motion to appoint Katie Arce and April Lockett to be CoC Administrators as defined in the Georgia HMIS Steering Committee Bylaws was made by Lucinda Garrett and seconded by Maria Beard. The motion was passed unanimously, and the recommendation will move forward to the Board for approval.

Tina Moore noted that staff would need to call a meeting of the HMIS Committee after the CoC application deadline in order to review action items related to the Georgia HMIS Steering Committee around privacy and data sharing policies.

Standing meeting dates have not been determined at this time.

The meeting was adjourned at 3:15 PM.

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