

# Minnesota's HMIS Governing Group

Votes and Motions to date

*(Summary from approved minutes through November 2005)*

November 28, 2005

(No votes or motions)

October 12, 2005

Motion: Michele Merxbauer was selected to replace Jane Lawrenz as the new chair of the Governing Group

August 8, 2005

Motion: User fees set at \$250 for calendar 2006 and 2007 (down from \$300/year).

Decision by general consensus: It seems like a good next step to make the ServicePoint system work better including increasing reporting capabilities, rather than aggressively pursuing implementation with non-mandated agencies

Motion: To waive the set-up fee for agencies that are not mandated by their funders to use the system, but still charge them for licenses

June 13, 2005

Decision by consent: For group to change their name to "Governing Group"

May 15, 2005

Vote by email: To modify client notification and consent forms, and to modify data privacy policy

March 28, 2005

(No votes or motions)

January 31, 2005

(No votes or motions)

November 29, 2004

(No votes or motions)

November 1, 2004

(No votes or motions)

September 27, 2004

(No votes or motions)

August 30, 2004  
(No votes or motions)

June 21, 2004  
(No votes or motions)

May 24, 2004

Motion: That the Implementation Group send a letter to the Department of Corrections, Department of Human Services, and MHFA (not to individual departments within their agencies), that clearly states the advantages the State receives from going to HMIS, and ask them to put \$150,000 into the state's 2005 budget for HMIS (passed unopposed).

March 29, 2004  
(No votes or motions)

January 26, 2004

Motion: August 25, 2003

**Motion:** To change the structure of HMIS Implementation Group as follows: For 2004 the Implementation Group would have 25 members – reps from each continuum (13), then reps from the following: youth providers, veterans providers, technology, domestic violence providers, homeless or formerly homeless, AIDS/HIV providers. Two reps from state agencies, one person from MESH, one from the Minnesota Coalition for the Homeless and two additional at large reps. In 2005 we will discuss reducing the size of the group. We would not need quorum for meetings and would do emails to vote on issues if necessary (passed unopposed).

November 24, 2003  
(No votes or motions)

September 29, 2003  
(No votes or motions)

August 25, 2003

Motion: Submit comments [regarding HUD's HMIS Draft Data and Technical Standards] to Jane Lawrenz by September 5 to be incorporated into a letter of comment to HUD. Jane will distribute the draft to IG members for their final comments and sign-on by September 15 after which she will see that it gets sent to Michael Roanhouse, Office of Special Needs Assistance Programs, Department of Housing and Urban Development. (passed unopposed)

May 27, 2003

Recommendations brought by the Funding Subcommittee (chaired by Christy Snow):

- Point 1: Statewide fundraising will be conducted to buy down license costs from \$545 to \$250 each.
- Point 2: Each Continuum would be responsible to fundraise if need be to cover the \$250 remainder.  
(Motion to accept Points 1 and 2 as recommended Passed: 18 in favor; none opposed; two absent.)
- Point 3: Any fundraising being done by Continuums of Care must be coordinated through the subcommittee and will require a certificate of compliance with statewide efforts to be issued by the subcommittee chair, Christy Snow.  
(Motion to accept passed: 18 in favor; none opposed; two absent.)
- Point 4: All proposals for statewide funding should, whenever possible, be sent out with Wilder Research Center designated Fiscal Agent, with funds going directly to Wilder. (Motion to accept passed: 18 in favor; none opposed; two absent.)

Recommendation brought by the Structure Subcommittee (chaired by Richard Wayman):

- Elect at-large members more frequently than regional or county CoC reps.
- Nurture shared or combined CoC regional representation
- Add persons of color and representatives of domestic violence services

Motion: Revisit Implementation Group composition in November or December this year. (Passed: 18 in favor; none opposed; two absent.)

March 24, 2003

Motion: Implementation Group will form a subcommittee to recommend structure for an ongoing HMIS advisory board, and roles within that structure, including a designated fiscal agent. Wilder Research Center will remain system administrator. (Passed: 18 in favor, 2 absent)

Motion: MHFA (Cherie Shoquist) will continue to support HMIS but the group will choose a chair to facilitate meetings and act as a signatory on behalf of the HMIS Implementation Group. (Passed: 17 in favor, 3 absent)

Motion: Christy Snow will chair a fundraising subcommittee; Mary Ulland Evans will serve as co-chair. (Passed: 16 in favor; two abstentions; two absent)

February 24, 2003

Motion: Establish a reasonable user fee, determine the remaining systems costs, and apportion that cost to the Continuums. Wilder Research Center or Minnesota Housing Partnership will apply for HUD funding for HMIS accordingly. Each Continuum will decide whether to participate. (Passed: 17 in favor, 1 opposed)

Motion: Send a letter to Minnesota's Congressional and Senate Delegation on behalf of the 13 Minnesota Continuums and the HMIS Implementation Group calling on Congress to provide new and sufficient funds for HUD to meet its homelessness analysis obligations under the 2001 HUD Appropriations and to do it in the next HUD Appropriations round. (Passed unanimously) [Note: Michael Dahl, MCH, authored the letter (available at [www.wilder.org/research/projects/hmis/](http://www.wilder.org/research/projects/hmis/))]

November 25, 2002

Motion: The piloting agencies will bear no systems costs during the term of the pilot. (Clarification of motion from October minutes.)

Motion: The three CoCs (West Central, Central, and St. Louis County) will survey their regional providers and submit to Wilder Research Center five agencies that are willing to participate in a pilot. Those agencies will provide WRC with information pertaining to the rural aspect of their programs, the internet connectivity of their agencies, their reporting requirements, and an estimate of agency buy-in. Responses will be directed to Craig Helmstetter who will review them, disseminate them with his recommendations, receive comments for one week, and ultimately make a decision. (Passed unanimously.)

Motion: If local dollars are generated for HMIS by local providers, it is guaranteed that those dollars will be used locally. (Passed: 13 in favor, none opposed, 1 abstention)

Motion: The state shall not make HMIS participation mandatory in fulfilling reporting requirements for a three-year period. The state will strongly encourage HMIS participation with the use of bonus points in applications for funding. The state shall require the same data as those participating in HMIS for those not participating in HMIS in fulfilling reporting requirements. (Passed: 8 in favor, 1 opposed, 2 abstentions)

October 28, 2002

Motion: The systems costs of piloting the HMIS should not fall solely on the shoulders of the piloting agencies. (Passed with four abstentions)

Motion: Require piloting agencies to, during the term of the pilot, participate in the HMIS Implementation Group to assist in determining actual costs, including in-kind costs, and to share that information. (Passed unanimously)

Motion: After the pilot has concluded, piloting agencies will be responsible for the costs commensurately. (Passed unanimously)

September 23, 2002

Vote: The group unanimously voted and for Bowman ServicePoint to serve as the system vendor.

Motion: Minnesota should not include Protegrity database encryption. (Passed unanimously)

Motion: HUD should provide additional funding for HMIS. (Passed unanimously)

Motion: Agencies will not jeopardize their state or local funding if they refuse to ask for all the information HMIS requires or if clients refuse to give all the information HMIS requires. (Passed: 16 in favor, 1 opposed, no abstentions)

August 26, 2002

Motion: To adopt the HMIS **Vision and Goals** as prepared. (Passed)

- Minnesota's HMIS will provide standardized and timely information to improve access to housing and services and strengthen our efforts to end homelessness.
  - For those experiencing homelessness, Minnesota's HMIS will improve access to shelter, housing, and services
  - For service providers, Minnesota's HMIS will Provide an affordable, user-friendly tool to accurately track client service usage
  - For Minnesota's Continuum of Care regions HMIS will strengthen continuum of care planning by providing improved data on demands, migration, capacity, and gaps
  - For state agencies, Minnesota's HMIS will help coordinate statewide data collection to improve policy making

July 29, 2002

(No votes or motions)

June 24, 2002

Adopted voting procedure: Voting will be held by a majority vote following Roberts Rules of Order. The group agreed that 11 people constitute a quorum. Votes by proxy will count, but cannot be used to meet the quorum requirement. Alternates can be appointed.