

Wisconsin ServicePoint (WiSP)/HMIS Steering Committee

Meeting Minutes of Thursday, February 15th, 2006 @ 9:30 AM

HOUSING INITIATIVES OFFICE, MADISON

MEMBERS PRESENT:

Adam Smith (WI Bureau of Supportive Housing); **Patti Abbott** (Hope House of Milwaukee); **Randy Hahn** (The Salvation Army of Wausau); **Theresa Barrett** (Caritas, Inc.); **Karen Smith** (Western Dairyland); **Joanna Storm** (WI Bureau of Supportive Housing); **Duane Mireles** (Homeless Assistance Leadership Organization – HALO Inc.); **Joana Hemschemeyer** (Hebron House, Waukesha); **Sarah Lim** (Tellurian); **Melisa Perez** (WI Bureau of Supportive Housing); and **Vicki Berenson** (WCADV)

MEMBERS ABSENT:

Jennifer Allen (House of Hope, Green Bay) – **EXCUSED**; **Nancy Monarrez** (Hope House, Milwaukee PGA) – **EXCUSED**; and **Lisa Schneider** (Housing Partnership of the Fox Cities) – **EXCUSED**

MEETING MINUTES (Listed in Order of Agenda Items Addressed):

1. Welcome & Updates...

- Joana Hemschemeyer has recently changed jobs... no longer with the Waukesha Housing Authority, she now represents & works for the Hebron House (still in Waukesha).

2. Discussion of Staffing of HMIS Office

- WI Bureau of Supportive Housing (BSH) HMIS Office is experiencing significant employee shortages/turnover:
 - Tanya Iverson had her baby!!! Little Spencer (weighing in at 7 lbs. 9 oz.) arrived on the morning of February 6th, 2007. Measuring 21 inches long, Spencer is already over a third of Tanya's height. Both mom and baby are recovering well and doing great! Tanya will be on maternity leave for 3-6 months, and plans to then return half-time.
 - Loren Hoffmann will soon be "moving on to green pastures." His last official day with the Bureau of Supportive Housing will be Wednesday, February 21st, 2007. We wish him all the best as he begins his new job as an IT Consultant.
 - Joanna Storm has been hired as an LTE (Limited-Term Employee) to pick-up much of Tanya's work and help man the SPHelpdesk. Joanna is a graduate of UW-Madison, with both undergraduate & graduate degrees in Industrial Engineering. Keep a lookout!... You will likely be receiving many emails from her in the near future!
- As a result of the recent employee shortages/turnover occurring in the HMIS/BSH Office, Adam Smith has taken on more roles & responsibilities, and is quite busy... but **don't hesitate to invite him to a meeting!!!** One of our goals still

remains to be to help people better understand how the capabilities of HMIS can help drive local policy! Please let us know how we can better help you.

- The WI BSH/HMIS Office is working on filling its vacant position(s) to help delay/avoid potential work delays, but please be advised that this could be an extremely long process as we do not yet know when this will occur... Meanwhile, please **don't hesitate to contact/use us** if you have questions or need information!

3. Discussion on Development of Steering Committee By-Laws

Our goal for having this discussion on the development of HMIS Steering Committee By-Laws is to better formalize the position and standing of those on the committee.

- Draft copies of the current by-laws were handed out to the group for revision.
- See the attached “draft” copy of the HMIS Steering Committee by-laws for the agreed-upon revisions.
- The committee believes that 2 more “special groups” representatives are needed on the HMIS Steering Committee. These include:
 - One representative from the **run-away homeless youth** group, and
 - One representative from the **HIV/AIDS** group (preferably someone not directly associated with “Richard’s Place,” perhaps someone associated with the “AIDS Resource Center of WI”).
- In accordance with Article 5 of the HMIS Steering Committee by-laws, the next three Steering Committee meetings for the calendar year 2007 (and the first meeting of calendar year 2008) were agreed upon. They will be as follows:
 - Quarter 2: May 10th, 2007 @ Wausau location (hosted by Randy);
 - Quarter 3: August 9th, 2007 @ Eau Claire location (hosted by Karen);
 - Quarter 4: November 8th, 2007 @ Waukesha location (hosted by Hebron House); and
 - Quarter 1: February 7th, 2008 @ Madison location (hosted by Sarah from Tellurian).
- Elected terms for committee officers will last only 2 years (for members on the committee in or before 2005), and will last 4 years for all future members (including those first on the committee in 2007). All terms are renewable for a 2-year elected extension, provided the committee Chair receives written notification of such desires. Current members are eligible for the following terms:
 - Jennifer Allen Feb 2005 – eligible for 2-year term
 - Joana Feb 2005 – eligible for 2-year term
 - Karen Feb 2005 – eligible for 2-year term
 - Patty Feb 2005 – eligible for 2-year term
 - Duanne Feb 2007 – eligible for 4-year term
 - Lisa Feb 2007 – eligible for 4-year term
 - Nancy Feb 2007 – eligible for 4-year term
 - Randy Feb 2007 – eligible for 4-year term
 - Sarah Feb 2007 – eligible for 4-year term
 - Teresa Feb 2007 – eligible for 4-year term
 - Vicki Feb 2007 – eligible for 4-year term (she is no-longer deemed an “advisory member,” but rather a “regular” member with voting rights and normal membership privileges)
- Future HIV/AIDS representative – eligible for 4-year term

- Future Run-Away Homeless Youth representative – eligible for 4-year term
- The committee wants to make sure that overall membership numbers remain uneven to ensure that no voting “ties” occur in the future.
- New Officer elections were held and the results are as follows:
 - Randy = New Chair
 - Patty = Co-Chair
 - Joana = Secretary
- The revised By-Laws were voted upon, and each change was approved (i.e. “Passed”).

4. Working Lunch...

- The Committee reviewed the new WiSP standard operating procedures (SOPs).
- Look for these new SOPs to be posted on the WiSP/HMIS website soon.

5. Provider Group Administrator (PGA) Expansion Plan

- News: Jennifer Allen will soon become a PGA in Brown Co.
- Duane made several comments calling attention to the fact that some PGAs receive paid positions, while some individuals likely to become PGAs (or take on much of that responsibility) work in areas that do not offer paid positions... The committee feels that this topic should be discussed further at the next meeting.
- The committee commented that they are experiencing an ongoing struggle to get buy-in for PGAs around the state. They then proposed the following ideas for tackling this problem:
 - Show reports
 - Have PGAs meet once a year to talk about what they are experiencing... (these will be held at the Commerce Lab)
 - Meet at least once a year (directive from committee)
 - Next HMIS Steering Committee meeting will be held Monday afternoon before the state Homeless conference (@ Ho-Chunk Casino)
 - One day in April, all PGAs will meet @ Commerce... Committee will need to cc Patty on everything!

6. Notes & Comments

Everyone will be given an opportunity to bring up a topic for discussion during this meeting or at future meetings. We will, then, prioritize what we all think is most important to talk about. Those topics not addressed will be tabled until the next meeting or addressed in another forum.

- The importance of ServicePoint isn't being adequately understood/conveyed... How will we keep people going? Implementation ideas?
- Update on PGA meeting
- Talk about conference

7. Plan Next Steering Committee Meetings

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8. Adjourn