



CT HMIS Steering Committee – Meeting Minutes

Friday, June 10, 2022

10:00 – 11:15 a.m.

ATTENDEES

Attendance	Member	Voting	6/11/21	9/10/21	11/12/21	2/11/22 (State Holiday)	4/8/22	6/10/22
Central	Jessica Caraballo	Main			X	X	X	X
Central	Suzy Rivera	Main				X		X
Central	Vanessa Malley	Alternate						
FFC	Lauren Zimmermann	Main	X	X		X	X	X
FFC	Neelam Joseph	Main	X	X	X		X	X
FFC	Maria Satterwhite- Porpora	Alternate		X	x	X		X
GHART	Crane Cesario	Main	X	X			X	X
GHART	Amanda Gordon	Main					X	X
GHART	Tamika Riley	Alternate		X	X	X	X	X
GNH	Meredith Damboise	Main	X	X	X	X		
GNH	Leigh Shields-Church	Alternate					X	
GNH	Radhika Potluri	Alternate	X	X	X	X		
MMW	Stacy Hooker	Main	X				X	X
MMW	Stephanie Corbin	Alternate			X		X	
Northeast	Beau Anderson	Alternate				X		
Northeast	Brenda Coutu	Main						
Northeast	Avery Lenhart	Main		X				
Northwest	Diane Albini	Main	X		X	X		X
Northwest	Nancy Cannavo	Main	X	X	X	X		X
Northwest	Adam Lyton	Alternate						
Northwest	Bri Pierscinski	Alternate						
Southeast	Phil Brose	Main						
Southeast	Trisha Shah	Main			X	X		

Other Attendees Present

Name	Organization	Name	Organization
Lindsey Boudreau	CCEH	Tina Cormier	Nutmeg Consulting
Rose Kelly	CCEH	Don Vincent	LCS
Paul Schmitz	CCEH	Jeff Pierre	New Reach
Jim Bombaci	Nutmeg Consulting	Mollie Machado	DMHAS

Previous Meeting Minutes

- Motion to approve: Nancy Cannavo, Seconded: Maria Satterwhite-Porpora
- All in favor, no abstentions

Update on MOU Renewal Process

- Rose Kelly provided an update on the status of participating agencies updating their MOUs with CCEH
- Working with Organizations/Programs to get the MOUs completed and executed by the 6/30/2022 deadline
 - Updating HMIS Data Coordinators (HDCs) with Nutmeg during the renewal process
 - Templates are being used by agencies who did not have some policies in place

Nutmeg Update

- Tina Cormier provided an update on the Multi Factor Authentication project
 - MFA is now live, there were a few issues with the texting aspect of MFA which have now been resolved

Review of Updates to CT HMIS Policies and Procedures and CT HMIS SC Bylaws

- Lindsey Boudreau walked through summaries of proposed changes to both the Policies and Procedures and Bylaws based on the review and discussion of the small group that was formed following the February meeting
- The group then discussed the following additional topics related to the documents:
 - Both documents reference that the CT HMIS SC is responsible for determining the minimal data elements that are collected in CT HMIS, however some agencies use Caseworthy as their electronic record for all programs, even those that are not HUD funded
 - Amanda Gordon gave the example that her organization does this and does not believe those programs should be overseen by the CT HMIS SC
 - The group agreed that if those organizations have separate procedures set up with Nutmeg that are funded out of pocket then those program would not be governed by the CT HMIS SC
 - Language is needed to identify these types of arrangements in the By Laws but agrees no SC oversight needed
 - The group discussed whether “pertinent activity” needs to be further defined in the HDC responsibilities
 - Crane offered that there is no need to talk about the specific activity but clarify that the HDC’s role is to be a liaison between their agency and the lead agency and system administrator
 - The group discussed that in Policy 207 there is reference to a sample script being attached but there is no separate document and it appears the information listed below this item is the script
 - The group agreed to use that information as the script and remove reference to a separate document
 - There was discussion around the list of participating agencies by CAN in CT HMIS and how often that information is updated
 - The list is sent out via email and CCEH agreed to request that list be updated more frequently beginning after the current round of MOUs are executed
 - The group discussed whether there needs to be more specific requirements about how PII is transmitted and the group agreed that we should update the P&P to state that client info in any format should be sent via encrypted email to maintain confidentiality and add a positive statement that all data has to be handled confidentially.
 - The group discussed whether the P&P should include procedures for creating anonymous clients

- The group agreed not to add that to the P&P but to explore whether the DV method/information can be adopted more widely
 - The group discussed concerns around disbanding the Data Quality subcommittee and agreed that language should be added to the bylaws to provide for creation of ad hoc committees which may include a committee to review specific data quality issues or projects
- Next steps for Bylaws and Policies and procedures:
 - The Steering Committee has been provided with the summary documents as well as Policies and Procedures and Bylaws with tracked changes, and three draft policies
 - HMIS SC members will review all documents, discuss with CANs, send any questions to Lauren and Lindsey, and prepare to vote on proposed changes at the September meeting in consultation with their CAN

Election of HMIS SC Co-Chair

- Lauren Zimmermann informed the group that there was one nomination to assume the Co-chair position that Crane vacated upon her retirement and asked whether there were any other nominations to be raised
- The nominee, Mollie Machado introduced herself to the group and provided information about her role at DMHAS and background in our state's homeless services system
- Mollie exited the meeting and time was given for discussion of the nominee, no questions were raised
- Members were given the opportunity to vote by secret ballot but declined and all members voted in favor to approve Mollie as the new co-chair

Next Meeting(s) – All meetings are 10:00 a.m. to 11:30 a.m. and will remain virtual

- Friday, September 9, 2022
- Friday, November 4, 2022