THE PALM BEACH COUNTY

HMIS Oversight Committee Charter

Homeless Management Information System (HMIS)

Locally known as the Client Management Information System (CMIS)

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PURPOSE

The Palm Beach County HMIS Oversight Committee is an advisory committee of the Homeless Housing Alliance (HHA), of the Palm Beach County Continuum of Care.

The committee's purpose is to provide guidance and oversight on the Homeless Management Information System (HMIS) activity for the Palm Beach County Continuum of Care. The committee will focus its oversight over the following HMIS areas:

- Data entry participation and compliance with guidance from the HMIS Policy and Procedure Manual.
- Policy development with guidance from the HMIS Policy and Procedure Manual.
- Data quality and reporting guidance with guidance from the HMIS Policy and Procedure Manual.
- Monitoring of Performance Measure Reports provided by the Performance Measure Workgroup and produced by HMIS.
- Grievances and appeals with guidance from the HMIS Policy and Procedure Manual.

GOALS

The Palm Beach County HMIS Oversight Committee has adopted the goals below:

- Ensure compliance of HMIS policies and procedures by Member Agencies at least annually with guidance from the HMIS Policy and Procedure Manual.
- Monitor the data quality for all HMIS data entered to reach excellence with all Member Agencies with guidance from the HMIS Policy and Procedure Manual.
- Provide guidance to the HMIS administrators to improve the HMIS system and the effectiveness of its governance.
- Manage the growth of the HMIS system to ensure growth meets planned, realistic, and reasonable financial expectations.
- Provide support and assistance with HMIS provider and client grievances and appeals with guidance from the HMIS Policy and Procedure Manual.
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ABOUT OUR HMIS

HMIS is a secure, shared homeless and non-homeless client level database in Palm Beach County, FL. HMIS focuses on recruiting members who provide shelter and other related services including basic needs and case management. Member Agencies enter and manage their client level data in HMIS in **real-time**. This data is critical to the Member Agency as they assist the client in navigating and exiting the social service system.

CORE VALUES

ATMOSPHERE

The HMIS Oversight Committee will facilitate a supportive environment showing respect for each member regardless of circumstances. We will not criticize ideas and will communicate effectively to mitigate conflict and provide the best guidance for HMIS activity.

EFFICIENCY

To efficiently complete all projects and group assignments in a timely manner, the HMIS Oversight Committee will work to:

- Maintain a healthy balance between federal reporting and local data needs;
- Ensure compliance with the HMIS Data and Technical Standards;
- Monitor and improve the HMIS Policies and Procedures while keeping the best interest of homeless clients in mind.

EXCELLENCE

The HMIS Oversight Committee will ensure that the HMIS achieves the highest success possible while allowing for Member Agencies to protect, secure and manage the data from the homeless and non-homeless clients served. With a focus on data quality and improving policies, the HMIS Oversight Committee will ensure data accurately reflects client activity and tells the story of how the Palm Beach County Continuum of Care is reaching its goal to end homelessness.

INTEGRITY

It is imperative that the HMIS Oversight Committee abide by this Charter, the HMIS Data & Technical Standards, and the Palm Beach Homeless Management Information System (HMIS) Policies and Procedures.

TRANSPARENCY

The HMIS Oversight Committee will strive to ensure transparency of its membership, projects, milestones, and its achievements. Agenda's and meeting minutes will be posted online on the Homeless Housing Alliance (HHA) of Palm Beach County Website.

COMMITTEE MEMBERS

COMMITTEE MEMBERSHIP CRITERIA

Committee Members should be selected based on their affiliation with the HMIS system. Members should not be recommended to the Oversight Committee if they do not meet the following criteria:

- Funds the HMIS program or is a HMIS Member Agency in "Good Standing".
- Has more than one user directly entering data into HMIS for more than one year or funded HMIS more than one funding cycle
- Serves as an advocate for homeless services

COMMITTEE MEMBERSHIP

The HMIS Oversight Committee is comprised of funders, community advocates, service providers and direct users of HMIS.

COMMITTEE Member Positions include:

- Palm Beach County Division of Human and Veterans Services Executive Director or Designee (CoC Lead Agency)
- 211 Palm Beach County Executive Director or Designee (HMIS Lead Agency)
- United Way Representative
- Palm Beach County Government Representative
- HMIS staff member
- Representative from Domestic Violence Program
- Representative from Veterans Program
- Direct User from Non-Housing provider
- Direct User from Housing provider
- Community Advocates

Provider membership (both housing and non-housing and including direct users) recommendations are made by the Homeless Housing Alliance Executive Committee and voted on for acceptance by the HMIS Oversight Committee. Funder memberships are assigned by the funding entity and not voted by the HMIS Oversight Committee.

ELECTIONS & APPOINTMENTS

Recommendations for open HMIS Oversight Committee position come from the Homeless Housing Alliance Executive Committee. The Chair will present the recommendation to the HMIS

Oversight Committee for voting.

CHAIR

The Homeless Housing Alliance Executive Committee approves the chairperson. When the chairperson is unavailable to attend the meeting, the meeting will be run by the representative from the Lead Agency or from 211 Palm Beach Treasure Coast.

QUORUM

The HMIS Oversight Committee will consider having a quorum at each meeting when a majority of members to approve actions are present; a simple majority of those present is required for actions. Unexcused absent members will be removed from quorum consideration.

RESIGNATIONS

In the event that an HMIS Oversight Committee Member may need to resign, resignation should submit in writing to the committee Chair. Vacancies will be filled by appointment by the HHA Executive Committee with recommendations by the HMIS Oversight Committee.

If the employment relationship of the committee member ceases, the HMIS Oversight Committee will vote to keep or remove the member. If they are voted to be removed, the Committee will formally request a recommendation to fill the vacancy from the Homeless Housing Alliance Executive Committee.

ATTENDANCE

Attendance for all voting members will be tracked. Excused absences can be granted (see below) for only 25% of annual meetings in a twelve (12) month period. Any voting member, excluding Funder Members, who have unexcused absences for more than 25% meetings annually, will be asked to resign from the HMIS Oversight Committee.

Voting member excused absences will not be marked as missing the meeting. Unless the member provides to the Chair prior to the meeting their voting selection, all votes while on excused absence will be considered as voting in the affirmative along with the majority.

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MEETINGS & COMMUNICATION

MEETING TIMES/LOCATION

Meetings are held monthly. The meeting schedule will be posted in advance annually and dates and times are published at the bottom of each agenda. Meeting locations may vary, but should always be centrally located.

MEETING CANCELLATIONS

Meetings may be cancelled at the sole decision of the chair or by voting decision of full Steering Committee. In the event of more unexcused absences than confirmed attendees, meetings may be canceled within 24 hours notice.

AGENDA REQUEST

The HMIS Chairperson will arrange an email to be sent two weeks prior to the meeting asking for additions to the agenda. All members can request items to the agenda in advance of the meeting.

MEETING AGENDA

The HMIS Chairperson will arrange an email to be sent one week prior to the meeting the final agenda to all members including all attachments, information items, and reports. Formal items on the agenda will only be presented and discussed at the meeting.

METHODS OF COMMUNICATION

The HMIS Oversight Committee will primarily communicate during scheduled meetings. Between meetings, members will use email and conference calls to resolve issues and keep everyone informed.

Homeless Housing Alliance (HHA) Website

This website holds all scheduled meeting listings, agendas, approved minutes related to the work of the HMIS Oversight Committee.

http://www.pbcgov.com/communityservices/programs/humanservices/hha.htm