Interagency Council on Homelessness (ICH) - Strategic Plan Implementation
Coordination of Data and Resources

Workgroup #4
DRAFT MINUTES
February 16, 2016

Via Teleconference with Public Access Located At:
4126 Technology Way,
Second Floor Conference Room
Carson City, NV 89706

1. **Introductions, Roll Call, and Announcements**

   The Chair, Michele Fuller-Hallauer, called the meeting to order at 10:00 a.m. A quorum was determined by roll call.

Members Present	Others Present
C.J. Manthe	Kelly Marschall
Michael McMahon	Mary Jean Estrada
Michele Fuller-Hallauer	Sarah Yeats Patrick
Stephen Shipman	Soni Bigler
Steve Fisher	Stacy Nelson
	Tauri Royce

   Staff Present
   Cheryl Baldovi-Manville

   There were no members absent.

2. **Public Comment**
   There was no public comment.

3. **Review and Approve December 15, 2015 Minutes**
   Ms. Manthe moved to approve the minutes. Mr. McMahon seconded, and the motion carried

4. **Discuss and Review Home Base Gaps Analysis Assessment**
   Ms. Fuller-Hallauer said the final reports for the gaps analysis have not been received, and asked for this agenda item to be tabled.

5. **Webinar Presentation on Clarity Human Services Case Management Software**
   Ms. Royce logged in to the system and walked the Workgroup through the Clarity training environment to demonstrate how to perform a client search, create a client file, and add records or appointments to a client file. Client files may contain a photograph to help identify the client, contain their full history and services received, and are shared by providers across the State. Providers can message one another to help match a client to services. The system can generate reports on programs falling under various

grants, and determine a client's eligibility for a specific program. The program can be viewed for current information, such as bed occupancy, make the referral, and can even provide a bus route for the client to reach the referred agency.

6. **Presentation on the Reports Available in the Homeless Management Information System (HMIS)**
Ms. Royce demonstrated the information captured through HMIS. She recommended that providers enter information quarterly, at the least.

7. **Review and Discuss the Annual Performance Report (APR)**
Ms. Royce said one of the most used reports on the community level was the APR. She recommends this report even to agencies not required to submit an APR because of the valuable data provided. The 2015 APR will be expanded and is more comprehensive. It provides point-in-time totals, household breakdowns, domestic violence, veteran status, income changes, and other detailed demographics. Because the Department of Housing and Urban Development (HUD) supplies the specifications for this report, the logic of data pulled from this system is consistent across the nation.

8. **Review and Discuss the Annual Homeless Assessment Report (AHAR)**
Ms. Royce provided a brief summary of the AHAR submitted by the southern Nevada Continuum of Care (CoC). The same report is submitted by each of the CoCs and submitted to HUD for inclusion in their nationwide report to the U.S. Congress.

9. **Discuss and Assign Additional Participants in Oversight Committee**
Tabled
10. **Review and Discuss Data Standards and Uniform Performance Measures**
Tabled

In the interest of time, Mr. Shipman moved to table agenda items 7, 8, 9, and 10 in favor of a full discussion at the next meeting. Ms. Manthe seconded and the motion carried.

11. **Discuss Date of Next Meeting and Discuss and Propose Agenda Items**
The next meeting is on March 15 at 10:00 a.m.
- Gaps Analysis Assessment
- Tabled Items

12. **Public Comment**
Steve Fisher informed the group that he joined the call at 10:15 a.m.

13. **Adjournment**
There being no further business to come before the meeting, Ms. Fuller-Hallauer adjourned the meeting at 11:32 a.m.