

# HLB HMIS Governance Committee | MINUTES

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March 18, 2019 – 2:30 PM – Juvenile Welfare Board, Clearwater, FL

## Attendees

Amy Foster  
Debbie Johnson  
Duggan Cooley  
April Lott  
Donna Holck  
Melissa Baird  
Sean King

## Staff

Susan Myers  
Susan Finlaw-Dusseault  
Ginny Keeter-Bodkin  
Avery Slyker  
Cindy Kazawitch

★ The Chair indicated that the HMIS Governance meeting would be called to order first, followed by the Executive Committee.

**1. Welcome, Introductions, Establish Quorum:** A quorum was established. Chair Foster opened the meeting at 2:30PM.

**2a. Items Removed from Consent Agenda (if applicable):** Agenda items included February HMIS Governance minutes.

**MOTION:** Debbie Johnson moved to approve the consent agenda; seconded by Duggan Cooley.

**VOTE:** The motion passed unanimously.

**3. HMIS Policies & Procedures Additions and Training Enhancements:** HLB Performance Improvement Manager Avery Slyker stated that the Data and System Performance Committee analyzed national and state data points to compare the performance of the Pinellas CoC and shared their recommendations of additions to improve data integrity.

- Agency Administrators should be reviewing timeliness and completeness and HUD 0640 reports to find data areas that need to be cleaned.
- A report certification will be submitted to Pinellas HMIS by the 4<sup>th</sup> of each month, which will be reviewed by HMIS for patterns, TA needs, and data integrity.
- Monthly summaries will be sent to Funders and Providers Councils.
- New policy/process that no new entries be made into ES projects before the client has stayed 6 hours.
- Enhanced training for PHMIS End Users for Data Standards (work with Providers to create an End Users Tip Sheet), Exit Destination Data collection, and impact of exit destinations.

Discussion:

- Nothing punitive but acknowledgment of reason for scoring
- Not all reports apply to all programs; create a letter stating that
- Not all Providers enter data into HMIS, and this data is critical to creating our priorities

**MOTION:** April Lott moved that these recommendations go to Providers Council for approval and then to the Board. Seconded by Debbie Johnson.

**VOTE:** The motion passed unanimously.

**4. Read Only Access PHMIS by Florida DOH-Pinellas:** The Florida Department of Health/Pinellas County has twice requested records for clients that may have been affected by Tuberculosis and/or Hepatitis A. Kristen Pate, Public Health Services Manager from the County Health Department explained that this is necessary to prevent public health threats; HMIS signed an agreement years ago to provide data

for that reason, if necessary. Ms. Pate shared a copy of a form letter which requests her access to records and documents in the course of epidemiological investigations per Chapter 64D-3.041(1) of the Florida Administrative Code. Providing one read-only license to one designated Florida Dept. of Health employee for the sole purpose of locating shelter clients that may be affected, would be more safe and secure than running reports and faxing them. The Director of PHMIS recommends approval. Attorney Kardash will check on any legalities. HMIS is not currently protected from public records requests, so approval is not currently required.

Discussion continued regarding educating shelter staff and providers about Tuberculosis and Hep A testing and immunizations. The Health Department is willing to assist with education in any way they can.

**MOTION:** Duggan Cooley moved to allow 'read-only access' to the Pinellas HMIS by the Florida Department of Health-Pinellas only for public safety regarding epidemiological investigations; seconded by Debbie Johnson. A proper agreement should be in place with an MOU between the PHMIS and the County Health Department.

**VOTE:** The motion passed unanimously.

The meeting adjourned at 3:30PM