# ………………………..………………Muskegon County Homeless Continuum of Care Network

**Meeting Description:**  **MCHCCN Data Committee Meeting**

**United Way of the Lakeshore**

**Meeting Date: February 2, 2023, Time: 10:00 – 11:00 am**

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| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Angela Mayeaux, Muskegon Housing Commission, Chair | x |  |  | Brandon Baskin, Health West | x |  |
| Dan Moran, HMIS Administrator | x |  |  | Melissa White, Every Woman’s Place | x |  |
| Miranda Paggeot, Homeless Network Coordinator | x |  |  | Shaunna Turner, Every Woman’s Place | x |  |
| John Peterson, Consultant | x |  |  | Diolinda Sali, Volunteers of America | X |  |
| Madison Butler, Community enCompass |  | x |  | Deanna Washburn, Community enCompass | X |  |
| Kristy Smith, Family Promise |  | x |  | Valerie Nance, Salvation Army | x |  |
| Yolanda Hall, Muskegon Rescue Mission |  | x |  |

**Minutes**

1. Call to Order - The meeting was called to order at 10:03 a.m.
2. Approval of Minutes of Datta Committee (AR) – January 5, 2023 –. Motion by Angela Mayeaux, 2nd by Deanna Washburn. All in favor. Motion passes
3. Miranda Paggeot presented the Sharing QSOBAA. This document was brought up to date and no additional changes were made. MCAH will be contacted for assistance to ensure all visibility is set up correctly according to the sharing agreement.

Having service providers attach documentation will help streamline the assistance process. After review of practices and current visibility the QSOBAA should be updated again to reflect the sharing of file attachments. Once this has been completed agencies will be notified to upload any documents that are required for housing assistance.

1. Miranda Paggeot displayed a template that will track the flow of clients through the Coordinated Entry System.

There were some discussions raised on the timeline of this report The first report will be due in March and it will capture the inflow and outflow of clients being added or removed from the CE By-Name-List in the previous month.

1. In response to the Review Committees request we are asking all agencies who are HUD funded or ESG funding to submit screen shots of quarterly draws. This will allow the CoC to strategically monitor the funding that is coming into the community. The first submission will be at the April Data Meeting. This should cover any draws the program has made in the months of Jan-March.
2. Miranda reported that there were 28 volunteers for the PIT. One take away from the event is that the outreach team should have a supply of flashlights for the volunteers to use. This will be brought to the Outreach Committee to see if we can gather some needed materials for these future events.
3. The last PSH Workflow Training was cancelled due to illness. The new training has been scheduled and a calendar event will be created and sent out to agencies who currently are operating a PSH program. End users of HMIS are strongly encouraged to attend to improve the overall reporting of the MCHCCN. The training will be held at United Way of the Lakeshore 31 E Clay Ave, Muskegon MI 49442 on Thursday February 16th at 10:30 am

1. Due to illness the VISPDAT training was also cancelled. The new training has been scheduled and a calendar event will be created and sent out by Dan Moran to agencies who are currently administering the VISPDAT and to any agency in the Network who are interested in becoming an access point for the Coordinated Entry System. This training be held at United Way of the Lakeshore 31 E Clay Ave, Muskegon MI 49442 on February 21st at 9:30 am.
2. Miranda Paggeot presented the Data Quality Plan with all the tracking changes. This document was sent out last month requesting individuals to review and suggest any changes to be made. So far the changes that have been made is more consistent language updates to the dates and names of committees.

At the next meeting we will be looking for a recommendation to send to the Steering Council for approval.

1. Miranda Paggeot presented the HMIS Policy and Procedures with all the tracking changes. This document was attached to the calendar invite. The last time this document was reviewed was in 2019. Per HUD guidance all policy and procedures should be updated on an annual basis. The committee is tasked to review this document and add any suggested changes. We will review the document at the next Data meeting in March.
2. Brandon Baskin announced the resource center provided by the Muskegon Rescue mission will be opening soon. This resource center will provide workers an opportunity to meet with there clients at a centralized location. They will also be offering childcare at affordable rates.
3. Meeting was adjourned at 10:55 am

Respectfully submitted by Miranda Paggeot