**MUSKEGON COUNTY HOMELESS CONTINUUM OF CARE NETWORK**

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**Data Committee**

***February 7th, 2019***

***10:00 AM***

**Family Promise**

**2160 Crozier**

**Muskegon, MI 49441**

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**MINUTES**

**Attending**: Deb Ballard- HealthWest, Caitlin MacLaren-Every Womans Place, Virginia Taylor-Community encompass, Kristen Smith- Muskegon Rescue Mission (womens), Miranda Broadbent-HMIS System Admin

**Call to Order**

The meeting was called to order at 10:15 am

**Agenda Item**

No minutes were distributed

**Agenda Item**

Coverage Exercise

MCAH has released a coverage exercise. The exercise and instructions were gone over and distributed. The coverage exercise is to be conducted on Feb 25th. Please make sure to send the exercise to Ms. Broadbent to compile and submit by the due date.

**Agenda Item**

System Performance Measurements

In preparation for the System Performance Measurement report, Ms. Broadbent has asked each agency to run four reports and clear any data up. These reports are Unexited client report, Annual review audit report, Discharge destination report and an APR. The period for these reports to be ran on should be 10/01/2017-09/30/18. Ms. Broadbent will be running reports as well and will be sending out spreadsheets of data that will need to be correct. The submission for the SPM is at the end of May, 2019.

**Agenda Item**

Quarterly Report

Reviewed the quarterly report and discussed the LOT element that was added.

**Agenda Item**

Program Reports

Reports that were submitted were Deb, Caitlin and Kristen. Virginia will submit both reports that are due for all programs later this week.

**Agenda Item**

Financial Reports

Deb and Caitlin submitted LOCCS draws but there were no submission of the narrative section on match funding.

**Adjournment**

The meeting was adjourned at 11:00 am.

Respectfully Submitted,

Miranda Broadbent

Recorder