

HMIS Committee Meeting

May 22, 2007

Attendees: David Brubaker, Frank Barger, Ian Golden, Judy Detrick, Lynn Cowart, Mike Chapman,

Agencies Represented: 2-1-1 Brevard, Inc., BCCHT, Central Brevard Sharing Center, Coalition of Hungry & Homeless, Crosswinds Youth Services, United Way

David Brubaker called the meeting to order at 9:10 am.

Purpose: Implement BOCoc mandate 45-day plan to choose new HMIS vendor.

Domus Update: Domus in cancellation process due to non-compliance with contract and misrepresentation of software performance. Letter has been written and sent offering \$5000 startup fees and mutual cancellation of contract. Awaiting response.

Presentation: Mike Chapman presented time-line graph to complete 45-day assessment. Voiced concerns: already missed LIHEAP deadline; will be July before data can be entered putting SHP at risk and also risk of losing HMIS participants.

Mike presented list of HUD approved software vendors, a list of Florida counties and the software they use and contact information.

Dave Brubaker suggested we pare down the number of counties to be surveyed, try to choose like counties. Point agreed.

Mike had already done a similar task with the vendor list. Marking off vendors who cannot perform to our requirements or who are not within budget.

Service Point (SP)

David brought up Service Point as possible vendor. Several Florida counties currently use Service Point.

Mike thinks they are not suitable for our needs.

Lynn Cowart stated she had spoken with a Pathways end user and the answer she received to her question of how is the software was "ok".

David: Some counties have been using SP since 2002, five years. If it did not work properly or had major problems wouldn't these counties have changed software by now.

Ian Golden: Obviously the problems must not be as bad as we have had with Metsys and Domus or they would have changed.

Bell Data (BD)

Mike researched Bell Data, compared his research with what had happened with Domus. The key points are found in Attachment 1. Key points briefly discussed in meeting.

David asked if BD can import our data, since that was a problem with Domus.

Mike replied BD has looked at the data and said it could be done in about one and one-half days. This is current data, not history. History records have not yet been discussed.

Lynn asked if BD would be willing to give references of counties/agencies that used to use BD but changed to other software so we can ask these references why they changed. Mike said he would ask them that question and let everyone know the answer. Frank asked if Mike has looked into cost. Answer yes, BD is within budget.

BCoCC Mandate: David asked if the BCoCC mandated that we call every county and do we assess every available vendor or do we have leeway. Ian stated that the mandate is the BCoCC must sign-off on the vendor we choose.

Ian suggested we assess our true needs vs. our wants, match vendors with our needs and our budget and then assess those vendors. Committee agreed.

Assessment Survey: The Committee covered each point on the survey with the following results.

- 1) All HUD requirements must be rated "A"
- 2) Agencies will rate the other requirements
- 3) Change wording of # 17 – remove "Brevard County Family Self Sufficiency Program"
- 4) Remove #18 – training records.
- 5) On numbers 19-23 & # 25 – remove references to agencies and cities –leave generic.
- 6) Remove # 27 – it is basically same as # 7.
- 7) Rearrange page so that all "A"s are at top of page.
- 8) Add an explanation of why they are rated "A"s
- 9) Send revised assessment survey to all users for their input via email
- 10) Follow-up email with a phone call
- 11) Must have surveys returned via email or fax NLT Friday, 5/25/07

All points above approved unanimously by the committee.

David suggested choosing vendors that the Committee will assess.

Ian stated we should get the user surveys back first so we know what requirements are.

Lynn; why can't we do both at same time.

Mike: Committee should choose someone to call at least two counties that are using SP.

Ian: Looks like only four viable vendors, most are using SP, other vendors are like one county using each.

Mike: We need to speak with at least one SP user if only to be able to answer (should we choose not to go with SP) why we did not choose them. Also, just because several counties are using SP, does not mean Brevard must use them.

David: Yes, we must go by what Brevard needs, not what other counties may need.

Ian: Let us narrow down the list of vendors and once we get the user surveys back, we will put Brevard needs on the community survey and email to them asking if their software can do the things we require.

Community Survey: David started dividing the counties to be contacted. David will call Fort Pierce; Mike has already contacted Lee County; Lynn will call Pasco county and

HMIS Committee Meeting
May 22, 2007
Page Three

Mike will call Monroe and Collier County (they are in process of changing vendors).

Next steps to take after input to user assessments received: Call Communities, do community survey; have next meeting.

Mike to revise user assessment and send to users, Ian will also forward the assessment to all BCoCC members. Only users to have input though. Sandy to send Frank contact numbers for the users, he will have someone do follow up calls to make sure users look at the email.

Next meeting, May 30, 2007 @ 9:00am location 2-1-1 Brevard, Inc. 625 Florida Ave. Suite 4, Cocoa, FL 32922.

Meeting adjourned 10:35 am.