



**Jackson County Continuum of Care
Executive Committee Meeting
Date: 1/29/2025**

Minutes by: A. Campbell

In attendance:

Jason Elzy (Chair); KimberLee Whitney; Alex Campbell; Carrie Borgen; Melanie Doshier; Melissa Markos

- 1) **Call to Order** 2:05 PM by Chair Elzy, all members present

- 2) **Board Agenda for February 6**
 - a) County OHA pass-through funding
 - i) 5-10 minutes
 - ii) Alex confirm with Brubaker/Inman
 - b) Strategic Plan RoadMap
 - i) Should be bulk of meeting
 - ii) No comments/feedback yet...
 - iii) Use ppt, but less repetitive version, to refresh memories
 - iv) Vision/mission statement review (good timing for website) as time is available
 - v) Need it available
 - c) HMIS User Full Training Update
 - i) April will be first of 2 required annual trainings.
 - ii) Will be sending survey of all users, to focus training.
 - iii) Will be 2 options to do the training.
 - iv) Required for all users? Will be recorded, but will need support from agency leadership to complete requirement. Will be tracking
 - v) Elzy question: Appropriate for non-users? Will be pretty mechanical
 - vi) Need to emphasize training is very important for data quality
 - vii) Whitney suggested an email communication summary of changes/evolution of CoC practices and use of HMIS to help Exec Directors be aware (and road map of where we are going); Melissa will send
 - viii) Alex will include this kind of internal communication to agency staff as part of Comms Plan
 - d) Website re-development
 - i) Heads-up at meeting, opportunity to comment by email
 - ii) Opportunity to reinforce HMIS quality importance; will be posting data
 - e) PIT
 - i) Full report in March
 - ii) February quick report on activities, including event

3) Strategic RoadMap action item accountability/Committee structures

- a) Next Exec Committee meeting review for clear assignment of responsibility for key SRM items
- b) Melissa will work SRM items into annual committee workplan

4) CoC Board Meeting Agenda Building

- a) Melissa will include Committee annual workplans into board packet
- b) Carrie and/or Jason will ask Mike about City of Medford representation on COC; if no success may assign to Governance Committee

5) Alex transition

- a) With job change, Alex will continue to Co-Chair Regional Planning & Coordination Workgroup, but no longer can serve as Secretary
- b) ACCESS staff can pick up administrative duties of Secretary if needed in transition

6) Adjournment: Meeting adjourned at 2:55 PM.

Next Meeting: 2/19/2025 (2-3PM)