



**Jackson County Continuum of Care
 HMIS Users Workgroup Meeting
 Date: 2/20/2025
 Minutes by: Tanner South**

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| In Attendance |
| Tanner South, Debbie Boyd, Stephanie Cortes, Lisa Denison, Brandi Ferreira, Brian Graunke, Barbara Johnson, Ben Petetit, Jazmine Repman, Jennifer Silver, Tina Stevens, Sarah Cunningham, Mo Waite, Colton Ort, George Jarvis, Amy Stonehill, Traci Hisey, Sean Fletcher, Kathy Curran |
| Absent |
| Carolyn Anderson, Megan Armstrong, Theresa Bilodeau, Cindy Dyer, Melissa Frazier, Zoe La Terreur, Abby Lewis, Melissa Markos, Natalie Fyffe Nickerson, Matt Northrop, Kim Ridpath, Laura Ross, Paul Sheldon, Heather Siewell, Lisa Smith, Lisa Sutton, Rhionna Watson, Bryan Wenzel, Krystal Williams, Sara Font, Cal King, Kasey Rolih, Amanda Doemland, Jenny Hannen, Josh Heuertz, Quinn Harding, Andy Davis |

Minutes:

- **Call to order:** The meeting was called to order by Tanner South at 2:02 PM.
- **HMIS Survey Questions/Clarifications:** It was brought to our attention that interims are a clear weak spot that will require more focused training in the future. There were currently no other major concerns or clarifications needed concerning the survey.
- **Annual Training Planning:** We received a lot of feedback on not only topics that could be included in the annual training, but also future HMIS workgroups as well. Some items include:
 - Annual training will consist of 10am – 12pm and 1pm – 3pm time slots.
 - Data quality reports (Eva) – extra training needed on how to fix the errors present, not just run the reports to find the errors.
 - How to complete interims for updating client information.
 - Correctly completing and updating HUD verifications.
 - Households best practices – how to keep households straight when they start getting messy.

All feedback will be taken into consideration when crafting the annual training and future workgroup meetings.

- **Adjournment:** The meeting was adjourned at 2:57pm.

Action Items:

- Check with users to make sure they complete the survey if they haven't already.
- Keep on the lookout for further details for the annual training. Date/Time will be finalized soon, an email will be sent out with details at that time.

**Next HMIS Users Workgroup Meeting: 03/19/2025, from 2:00pm – 3:00pm
Olsrud Center, ACCESS, 3630 Aviation Way, Medford**