DASH Great Lakes
HMIS Advisory Board Agenda

Wednesday, April 15th, 2026
1:30 PM – 2:30 PM
Virtual Teams Meeting

1. Welcome, Introductions, and Roll Call – Zach
   Present: Melissa Taggart, Kim Sutter, Joe Locher, Kelli Steffey, Janet Sanchez, Abigail Jeffers, Christy Bowers, Rachel Trainor, Allison Follensbee, Channon Jordan, David Siegel, Kirsten Conrad, Sarah Parker-Scanlon, Ashley Wisnefske

   Excused: Lisa Haen

2. January Minutes Approval – Melissa
   Motion to approve – Channon. Seconded – Kelli. Passed

3. Board Member Update – Adam
   Welcome new advisory board members.
   a. Christy Bowers – West CAP
   b. Rachel Trainor – Center for Veteran's Issues, Ltd.
   c. Allison Follensbee – Milwaukee County Housing Division
   d. Kirsten Conrad – Salvation Army of Madison

4. Board Member Renewals – Adam
   a. Abigail Jeffers

   Motion to approve – Melissa. Seconded – Kim. Passed

5. Review Office Positions – Adam
   a. Chair position open after member departure
      Mellisa Taggart nominated for Chair. Abigail Jeffers nominated for Vice Chair.

      Motion to approve – Sarah. Seconded – Christy. Passed

6. Governance Documents Review – Katie
   a. HMIS Policies and Procedures
      Changes to consumers/participants to 'Clients' throughout
      1.2 Removed bullet point that no longer applied.
      2.1 Added language regarding who is granted HMIS access.

Added language about meeting with the Lead Agency when becoming a partner agency and completing required documents.
Added language prohibiting use of passwords that have been previously compromised.
Clarified language of what is and is not a trusted device including “work sanctioned” devices
Added language regarding trusted device to address outreach programs’ necessity to access HMIS.
Clarified language to require secure, private, password protected to wifi.
2.2 Discuss change to Agency Security Officer role being a non-user. No change made.
Minor language changes and rewording for clarity.
HMIS User Responsibilities – Added five additional to match what is in New England policy & procedures. Minor language changes.
Clarified limitation of “training” to be “formal training” by ICA staff only.
2.3 Added section regarding users who have a file in HMIS directing to Baseline Privacy Standards.
2.4 Changed Annual Training for all users to a designated timeframe rather than end of year.
2.8 Fees updated for HMIS & Looker license
2.10 Separated examples of “critical” and “serious” violations.
3.1 Added section giving ICA authority to provide HMIS information to another service agency to continue services for clients affected by extenuating circumstances (i.e. agency shutting down).
3.3 Updated workplace requirements. Added sections to match New England policies.
3.4 Added section regarding client informed consent for release of information.
4.1 Minor language changes to match the rest of the document.
7.2 Changed requirement to meet “at least annually” instead of quarterly.
Removed site visit point under Funder Role.
7.5 Changed title and minor language changes.
Moved paragraph from old Data Timeliness section to this section.
7.6 Moved content’s location only.
7.7 Updated data accuracy standards to 5% limit to align with HUD policy for CE, ES, and Outreach.
Added other categories to the table and thresholds provided by HUD.

Meeting ended w/o quorum. Unable to vote on changes or remaining agenda.

Continued Meeting 5-7-2026 w/ quorum

b. Agency Partnership Agreement
   Changed “consumer” or “participant” to “Client” throughout document

   Confidentiality section
   #3 – Added section to clarify client-level information cannot be shared with anyone without an HMIS license unless client gives written consent.
   B – Added “as needed” regarding HMIS release of information.
   C – Added language reflecting need for client consent for sharing client level data.

   HMIS Used & Data Entry section
   Added F, G, H
      F – Prohibiting use of AI in HMIS
      G – Prohibiting the use of client level data outside of HMIS with AI
      H – Prohibiting the use for screen sharing, screenshots, or other visuals in public by non-ICA staff that would have PII.

c. HMIS User Agreement
   Under “Affirm the Following”
      Changed language under #2
      Added #4, 5, 6, & 15

d. Governance Charter
   Changed consumer/participant to “client” throughout
   Changed advisory board meeting from four times to “at least annually”

e. Coordinated Services Agreement
   Changed consumer/participant to “client” throughout
   Removed “Wisconsin” and just left HMIS Advisory Board

f. Consumer Privacy Notice
   Changed consumer/participant to “client” throughout
   Added note clarifying consent for the purpose of entering data into HMIS

g. HMIS Release of Information
   Changed consumer/participant to “client”
   Link updated to list of participating agencies who access HMIS

Motion to approve governance documents – Kelli. Seconded by Channon.

Lisa abstains.

Passed.

7. Agency Announcements – All

Motion to adjourn – Lisa. Seconded - Janet