

## **CMIS Committee Meeting**

**May 18, 2022**

**Start Time:2:04**

**Attendance:** Daniel Ramos, Mattie Keller, Hanna Berkoff, Teague Griffith, Arielle Anderson, Christopher McKinney, Shannon Boniface, Halie Akre, Eric Finch, J Wylie,

### Discussion:

Confirm the CMIS Committee Membership: Daniel shared his screen to show everyone the list of people interested in joining the CMIS Committee.

The List (so far): Mattie Keller (Miryam's House), Patti Davis (VoA), Jene Ray(the ZONE), Julius Henrichsen (United Way), Khira Passmore (Miryam's House), Shannon Boniface (Catholic Charities), Jennifer Snow (Goodwill), Chris McKinney, Arielle Anderson (Spokane Housing Authority), Hanna Berkoff (Catholic Charities), J Wylie

Potential Co-Chair: Daniel provided reasons for having a Co-Chair. No volunteers but remains as an open possible position on the committee.

Review of the CMIS Committee Responsibilities: Daniel shared his screen and showed a snapshot of the Memorandum of Understanding between Spokane City/County and CoC CMIS Lead, starting with the CMIS Committee Responsibilities. Daniel wanted to take a moment to focus on "Advise on the governing policies and procedures for the CMIS program." Daniel found that some of the policies and procedures need to be updated and wants to work on that over the next month. Daniel also noted the "Review and provide input to the CMIS cost structure." Some discussion followed regarding the MOU list and future trainings. Daniel then continued by sharing the CMIS Lead Agency Responsibilities. Some discussion followed mainly regarding the need for software and data. Discussion also included getting more info on Client Track and looking more into what CMIS needs to determine if Client Track is the best option or if another system like Clarity could be better.

CoC Costs for City of Spokane: Daniel shared a spreadsheet that shows the total cost of CMIS in relation to the Collaborative Applicant and as CMIS in relation to CoC. Discussion followed regarding the breakdown – especially the cost for the CMIS employees in the City.

Shelter Capacity: Data tool has been created to have a dashboard that shows Shelter Capacity. Shannon shared concern that she doesn't think the numbers are accurate due to contextual reasons such as a family taking up an entire room versus a couple of singles. Daniel suggested that the committee works on those issues and maybe see about more bed count data or other avenues for improving the accuracy of the data.

Hiring Updates: Acquisition has been submitted to Civil Service so hopefully the Senior Business Systems Analyst will be hired soon.

**Meeting adjourned: 3:00 p.m.**