

# Meeting Minutes - November 15, 2021, 10:00am

|   |                 |                      |            |                   |                      |            |
|---|-----------------|----------------------|------------|-------------------|----------------------|------------|
| <b>Meeting Information:<br/>Those in Attendance</b> | <b>Name</b>     | <b>In Attendance</b> | <b>CoC</b> | <b>Name</b>       | <b>In Attendance</b> | <b>CoC</b> |
|   | Debbie Boyd     | Yes                  | 502        | Denise Jerome     |                      | 505        |
|   | Vicky Armstrong | Yes                  | 502        | David Mulig**     | Yes                  | 505        |
|   | George Jarvis   | No                   | 502        | Caleb Green       | Yes                  | 505        |
|   | Annie           |                      | 503        | Dina Eldridge     |                      | 505        |
|   | Molly Heiss*    | Yes                  | 503        | Rochelle Hamilton |                      | 505        |
|   | Caitlin Rodgers | Yes                  | 503        | Laura Moore       |                      | 505        |
|   | Autumn Rackley  |                      | 503        | Alissa Parrish    | Yes                  | IFC        |
|   | Jeff Michael    | Yes                  | 503        | Hunter Belgard    | Yes                  | OHCS       |
|   | Elliott Lapinel | Yes                  | 504        | Amy Hatfield*     | Yes                  | OHCS       |
|   | Jan Calvin      | Yes                  | 504        | Desiree Perry     | Yes                  | OHCS       |
|   | Tim Wiese       |                      | 504        |                   |                      |            |
|   | Justina Fyfe*   | Yes                  | 505        |                   |                      |            |

  

|                |   |
|----------------|---|
| <b>Agenda:</b> | <ol style="list-style-type: none"> <li>1. Minutes: minutes from previous meeting (10-28-2021) were voted on and approved (Jan motioned, Molly seconded, all approved)New Implementation:</li> <li>2. New Implementation:             <ol style="list-style-type: none"> <li>a. Things are moving quickly and well</li> <li>b. Hunter will send an email to Wendy to start the official purge                 <ol style="list-style-type: none"> <li>1) Language will be sent out about purge process</li> </ol> </li> <li>c. A lot of training hours will be coming from Tyler at WellSky</li> <li>d. Because we are officially customers of WellSky, we have access to their portal                 <ol style="list-style-type: none"> <li>1) Voting members will have access to the portal but will not be starting a case until they have talked to OHCS. OHCS will create all cases. It will either be added as an addendum to the By-Laws or it will be in the agreement that each CoC signs (IGA/Participant Agreement/Business Agreement)</li> </ol> </li> </ol> </li> <li>3. System Preferences:             <ol style="list-style-type: none"> <li>a. At the 12-6-21 meeting we will set aside time to review what still needs to happen so that we have completed this prior to the new implementation</li> <li>b. Amy will update the System Preference Measures and send out one week prior to our next meeting on 12-6-21There are some new assessment questions coming, these include client perceived questions. We will discuss as they come along</li> </ol> </li> </ol> |
|----------------|---|





|  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>1) It was discussed having Lane County attend the next meeting as they have been involved in this process. If not attending, asking them to review</li><li>c. ROI:<ul style="list-style-type: none"><li>1) There will be no ROI in new implantation</li><li>2) Hunter will do extensive trainings on how to enter an ROI as needed. These will be weekly or possibly daily for all system users in December</li></ul></li><li>d. Trainings:<ul style="list-style-type: none"><li>1) ART trainings will be done by WellSky</li><li>2) Other trainings will be done by OHCS</li><li>3) Let Hunter and Amy know about any other trainings anyone would like from WellSky</li></ul></li><li>e. Purge:<ul style="list-style-type: none"><li>1) We are on phase 2 of the purge with PHB<ul style="list-style-type: none"><li>a) It was not successful, WellSky thinks they know what the issue is and will try again on a smaller scale prior to the next shutdown</li><li>b) Wendy at PHB will let us know when the next downtime is</li></ul></li><li>2) We can look at purging yearly, looking at clients that haven't been touched in seven years.</li></ul></li><li>4. Invoicing:<ul style="list-style-type: none"><li>a. There are a couple of ways to do this<ul style="list-style-type: none"><li>1) Send Hunter the PHB invoice and OHCS will create a NOA in OPUS. You can then ask for the reimbursement.</li><li>2) Take a screenshot of the invoice, pay PHB directly, and OHCS will reimburse that amount.</li><li>3) The choice is up to each program with an invoice</li></ul></li></ul></li><li>5. *Executive Committee members:<ul style="list-style-type: none"><li>a. Justina Fyfe – Chair</li><li>b. Molly Heiss – Vice-Chair</li><li>c. Amy Hatfield – Secretary</li></ul></li><li>6. **Backup Committee members:<ul style="list-style-type: none"><li>a. David Mulig – Chair</li><li>b. Empty – Vice-Chair</li></ul></li></ul> |
|--|---|



|                           |  |
|---------------------------|--|
| <b>Notes/Action Items</b> |  |
| <b>Next Meeting:</b>      | December 6, 2021   |
| <b>Contact:</b>           | Amy Hatfield, HMIS Support Specialist, Oregon Housing & Community Services<br>503-881-8535   amy.hatfield@hcs.oregon.gov |

