

Meeting Minutes - December 6, 2021, 10:00am

Meeting Information: Those in Attendance	Name	In Attendance	CoC	Name	In Attendance	CoC
	Debbie Boyd	Yes	502	Denise Jerome	Yes	505
	Vicky Armstrong	Yes	502	David Mulig	Yes	505
	George Jarvis	Yes	502	Caleb Green		505
	Annie		503	Dina Eldridge		505
	Molly Heiss	Yes	503	Rochelle Hamilton	Yes	505
	Caitlin Rodgers	Yes	503	Laura Moore		505
	Autumn Rackley		503	Alissa Parrish	Yes	IFC
	Jeff Michael		503	Hunter Belgard	Yes	OHCS
	Elliott Lapinel	Yes	504	Amy Hatfield	Yes	OHCS
	Jan Calvin		504	Desiree Perry	Yes	OHCS
	Tim Wiese		504			
	Justina Fyfe	Yes	505	Bold = Officers		

- Agenda:**
1. Minutes from previous meeting (11-15-2021) were voted on and approved (Molly motioned, Denise seconded, all approved)
 2. New Implementation:
 - a. Participation Agreements (PA) – Hunter is still working on them with the DOJ (Department of Justice). He’s hoping to send out a draft ASAP but is not sure how quickly this will happen. Apologies that there will be a short turnaround on returning these to OHCS
 - 1) This must be signed and submitted by 12-31-21 in order to use the new instance starting 1-1-22
 - b. CoC will create their own PA and User Agreement, and the CoC can change this at any time and does not need to go through or to OHCS.
 - 1) This will be a ‘living document’ so that there can be changes made as needed
 - 2) All users will need to sign the new user agreements within six months
 - c. Trainings – Hunter will be doing visibility trainings regularly so that users will understand the process without using an ROI
 3. System Preferences:
 - a. reviewed the excel document sent out prior to the meeting. Suggestions and updates were discussed. Please see attached Excel document for the System Preferences that were decided on.





Notes/Action Items	
Next Meeting:	December 20, 2021
Contact:	Amy Hatfield, HMIS Support Specialist, Oregon Housing & Community Services 503-881-8535 amy.hatfield@hcs.oregon.gov

