Date	3/2/2022
Location	Teams Meeting
Attendees	Jasmin Volkel, Eric Doll, Vanessa Kopp, Frank Baldiga, Kathy Johnson, Liz Lobaton, Thurston Alexander-Smith, Tina Harvey, Allison Sickels
Goal Setting for Committee	
Feedback on committee from group	Meetings feel informative, productive, and well organized. Topics and decisions are discussed clearly. Solutions and decisions are made inclusively.
Improvement goals	Recommendation to have more discussion around the "why" in our community data. Example: When things are conflated or off and we know why, being sure as a committee we have a strong narrative behind us. Narrowing in on the disparities we find, leading us to become an even more data informed committee.

Committee Priorities

	1	(HIGH) **Annual Gaps Analysis Planning** with consideration on what our gaps will be when covid related funds are unavailable.
	2	**Monitoring Data Quality**
a		Addressing data quality standards beyond our own organizations by improving our HMIS practices.
b		Review data collection standards for the CoC by programs and by agency (including Access Hub). As a committee, identify where the major improvement points are.
	3	**Identify data migration training needs** As we prepare to transition, identify needs for HMIS training. To ensure data is entered correctly. Utilizing this committee to help with measuring readiness for agencies, determining if they are ready to enter into the new system. (based on performance of agency in training site of new software system.)

Migration timeline	HMIS goal is to begin entering into BitFocus as close to July 1st as possible. Data export and order write up form have been requested from current vendor.

Next steps and preparation for our next meeting	Update on migration process
	As a committee, focus in on data quality as it relates to LSA and SPMs
	begin preparation for gaps analysis review, utilizing gaps analysis conducted last year as a starting point.
	LSA and SPMs to be sent out to committee prior to the meeting in their pre-meeting packet.