**Attendees**: John Rozzi (Valley Charities), Monica Gross (United Way), Ty Rettke (Path Shelter – Ketchikan), Leslie Rohr (Love INC – Kenai), Laura Cox (ACEH), Austin Wagner (Fairbanks Rescue Mission), Colin Haughey (Covenant House), Alissa Parrish (ICA), Kim Seitz (ICA), Holly Blood (ICA), Pam Wicks (RurAL CAP), Nancy Burke (MoA), Monica Jenckes (ACEH), Jennifer Smerud (AHFC)

## Agenda Topics

* State of Alaska HMIS Updated Documents
  + **Privacy Policy**
    - Reviewed by all attendees (includes Pam Wicks’ edit suggestions) – no objections from any attendees.
  + **Security Policy**
    - Reviewed by all attendees (includes Pam Wicks’ edit suggestions) – no objections from any attendees.
  + **Consumer Notice**
    - Reviewed by all attendees – no objections from any attendees.
  + **Policies & Procedures**
    - Proposed review deadline: ***Monday, November 14th***
      * Send responses to Alissa Parrish: alissa.parrish@icalliances.org
  + **Organization Partnership Agreement**
    - Reviewed by all attendees – no objections from any attendees.
  + **Inter-organization Data Sharing Agreement**
    - Reviewed by all attendees –
      * Suggested edits:
        + include specifications for entities who are not participating in CE and who do not include certain HMIS data-entry elements in their workflows (Ty Rettke);
        + Broader definition for CHO (Monica Jenckes);
  + **Coordinated Services Agreement**
    - Reviewed by all attendees –
      * Suggested edits: additional lines for agencies who are participating in the CSA (Austin Wagner);
  + **User Agreement** 
    - Reviewed by all attendees –
      * Suggested edits:
        + Specify for AKHMIS-participating vs. non-AKHMIS-participitating CHOs (Monica Jenckes);
        + Specify type of UDEs in second paragraph; include client location-specific elements under UDEs to be able to report on where clients are going / where they’re coming from (Ty Rettke);
* Recap of State Housing Conference? – will discuss at December meeting
* Next Proposed Meeting Date: December 13th, 2018 – will discuss in outgoing email