**Agency Admin Meeting**

May 18th, 2021

10:30 – 12:00

Via Webinar

**Attendees:** Carly Taylor, Lise Stuart, Alyssa Hoekman, Carl Kern, Melinda Zugelder, Samantha Adams, Scott Eastburn, Tami Kinman, Joshua Muller, Misty Inman, Mike Fleck, Katie Dockery, Katie Goodnight, Julie France, Kai Batalona, Marci Lecompte, Kevin Douglas, Sophie Stipek, Carrie Copeland, Jackie Low, Daniel Dickens, James Ewell, Ana Contreras, Lora Ashworth, Jeff Albanese, Hope Birrell, Alex Becherer, Daphne Weller, Alice Jones, Cameron Sigler, Daina Davisson, Foster Martinez, Justin Baker, Kayla Pollard, Leonie Daniels, Chris pickering, Mirtha Strugo, Nicole Nemeth, Sylvia Dean, Teresa Roark, Theresa Koford, Tracey Eppler, Zach Goodenough, Andrew Pardi, Roxann O’brien, Ilana Jakubowski, Mona Bronson, Marie Hickman, Katharine Ryan, Amanda Borta

**News/Updates – Agency Updates – add anything to the agenda**

* + New agency in the system. Alliance of Community Wellness AKA HIV alliance
* **Inventory Utilizations – Lise**
  + <https://public.tableau.com/profile/lchsd#!/>
    - THANK YOU for all of your hard work completing accurate assessments so our dashboards are accurate!
    - Send any notes/questions to [HSD\_DataAnalytics@lanecountyor.gov](mailto:HSD_DataAnalytics@lanecountyor.gov) so we can make corrections or add more information to the FAQs
* **Rent assistance dashboard – Melissa**
  + There is a lot of money out there – more info at lanecounty.org/rent
* **New DQ cheat sheet guide -** [DQ Cheat Sheet](https://www.lanecounty.org/UserFiles/Servers/Server_3585797/File/Government/County%20Departments/Health%20and%20Human%20Services/Human%20Services/HMIS%20ServicePoint/SP%20Instructions/DQ%20report.pdf)
* **Office Hours – Carly** 
  + We did this with Rent Assistance couple weeks ago and worked out well.
  + We will be doing this 2x a month
    - This is not a training
    - Bring your questions
    - You can log in anytime within the 3 hours.
    - Don’t all log in at the start time ☺
    - Email will go out today about these dates/time
  + June
    - 10th 9-12
    - 21st 1-4
  + July
    - 7th 1-4
    - 20th 9-12
* **Agency Admin Huddle - Melissa**
  + If your agency is interested in meeting with us again next month please email and let us know
* **Unit Manager – Melissa** 
  + The good, bad and ugly
    - Go Live will not be before Sept 1st
    - Some updates are being made to our Demo site and soon as it’s ready we will schedule a demo for all of you
    - WellSky has changed the timeline so our training site won’t automatically be switching 06/01. We are working with them on a date to get it loaded into Training site. We will let all the admins know when it will be loaded and ready to play with
    - Going live with Unit Manager will come with a URL change and also a new looking log in screen
* **Satisfaction survey – Melissa** 
  + We will be sending out another Satisfaction survey next month, Please encourage all your staff to complete it and PLEASE BE HONEST.
  + There will be a summary sent out after we go through all the results
  + I know we did this last year and I said I would send out the results and never did and I’m blaming it on COVID ☺
* **Next Meeting** 
  + July is the next meeting
  + Will hopefully schedule a demo before then
  + Doodle poll will be sent soon