HMIS & Data Committee Meeting Minutes
Thursday, October 14th, 2021 ║ 10:00 AM – 11:30 AM

Recording of Zoom Meeting - The meeting chat is below the minutes.

Attendance:

Member	Area of Representation / Organization	Present
Anastasiya Hernandez	Saint John's Program for Real Change	No
Anne-Marie Hooper	Sacramento Self Help Housing	Yes
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sacramento County Dept. of Health Services	Yes
Erica Plumb (Co-Chair)	Mercy Housing	Yes
Jameson Parker (Co-Chair)	Midtown Business Association	No*
Janel Fletcher	SHELTER, Inc.	Yes
Joshua Arnold	Volunteers of America (VOA)	Yes
Mixtlicoatl Gonzalez	Lutheran Social Services	No

*Notified SSF Staff they would be absent in advance.

SSF Staff	SSF Title
Alicia Music	Executive Assistance
Keri Arnold	HMIS Coordinator
Michele Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator

Scott Clark	Systems Performance Analyst

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions	Erica Plumb & Jameson Parker, (Co-Chairs)	10:00 AM (10 minutes)	Informational
Erica called the meeting to order around 10:04 AM. Attendance of 20 participants.			
II. Approval of 4/8/21 Meeting Minutes	Erica Plumb & Jameson Parker	10:10 AM (5 minutes)	Action
Motioned for approval: 1st- Cynthia Hunt / 2nd - Joshua Arnold Motion approved.			
III. SSF Staff Updates	Michele Watts, SSF Chief Planning Officer	10:15 AM (5 minutes)	Informational
Michelle discussed SSF staff updates which included Keri Arnold (HMIS Customer Service Specialist) returning from maternity leave, the addition of Brandi Thomas (HMIS Specialist), Tina Wilton (HMIS Manager) out on medical leave and to return in Nov. 2021, and the leave of Hamid Bashiri (Data and Analytics Manager). Please see the meeting recording for more details.			

IV. Fee Structure Proposal	Michele Watts	10:20 AM (10 minutes)	Informational

Michelle shared details that included the fee structure proposal status, the process which included: (1) at the 2022 Q1 HDC meeting we will have a written proposal to walk through, look for HDC member input, and make adjustments per input, (2) at the 2022 Q2 HDC meeting we will have HDC members approve with adjustments, (3) the CoC Board will approve at the May 2022 CoC Board meeting. She continued that we will adopt in May/June 2022 and there will be time to implement. Questions were asked during the meeting. Please see the meeting recording for more details.

V. 2021 Sacramento CoC Annual Meeting Debrief	Michele Watts	10:30 AM (5 minutes)	Informational

Michelle shared an overview on the 2021 Sacramento CoC annual meeting, recent efforts and projects (the Gaps Analysis, the Public Dashboard, etc.) and the June 9th CoC Board memo (pg 112) which had details about the annual meeting's purpose, the breakout rooms, and more.

VI. REQ Action Plan & the HDC	Angela Upshaw, & Ardy Akhzari, REQC Co-Chairs	10:35 AM (40 minutes)	Informational & Discussion

Ardy went over the REQ Action Plan presentation and asked questions: How do you envision collaborating with the REQC and its HDC liaisons?, What support might you need?, Are there tools that might be helpful?, Additional resources?, Thoughts on timeline for implementation?

Action Item:
- To place this item on the 2022 Q1 meeting for liaisons and next steps updates

VII. HDC Membership: • **Member Check In** • **Recruitment/New CoC Recruitment Process**	Michele Watts	11:10 AM (10 minutes)	Informational

Michelle discussed the new CoC membership recruitment process for the CoC Board and CoC Committees which included a 1 master CoC application and the extension of 2 months (vs 1 month of recruitment). Michelle Charlton shared additional details about upcoming recruitment for the Project Review Committee starting in Oct/Nov 2021 and the CoC Board recruitment starting towards the end of the year/2022. Please reference the CoC Board webpage for more details.

VIII. Announcements:
- **HMIS Privacy & Security Data Plans** will be listed as an Action Item for the CoC Board approval at the special Friday, Oct. 29th CoC Board meeting (8:00am to 10:00am)

Michele noted the update/edit regarding the announcement of the HMIS plans. She provided details and discussed if the HDC was comfortable to take action to approve to readopt the 2020 HMIS Plans for 2021 and adjust as needed for 2022. She shared a presentation and the plans timeline. After discussion, the HDC decided they would like more time to review the 2020 plans and to vote by email to readopt the 2020 plans.

Action Item:
- SSF Staff will email the HDC members to vote on adopting the 2020 HMIS plans for 2021 and to make adjustments as needed for 2022. All votes are due by Thur., 10/21/21.

IX. Meeting Adjourned at 11:28 AM. Attendance of 20 participants
Next HMIS Data Committee Meeting: 2022 Q1 Meeting - Thursday, Jan. 13th, 2022

Meeting Chat:

00:09:02   Michelle Charlton (She/Her) SSF, CoC Coordinator: Welcome! Here are today's meeting materials:
https://sacramentostepsforward.org/wp-content/uploads/2021/10/Updated-10.14.21-HDC-Packet.pdf

00:12:43   Emily Zelaya (she/ella): I appreciate the large size font. Thank you!

00:12:51   Michelle Charlton (She/Her) SSF, CoC Coordinator: Approval of 4/8/21 Meeting Minutes:

00:13:06   Erica Plumb (she/ her):   yes

00:13:10   Janel Fletcher: yes

00:13:12   Josh Arnold (VOA):   yes

00:13:12   chunt: yes approve

00:13:14   anne-marie hooper: Approve

00:13:14   Dawn Williams - BHS: approve

00:23:58   Janel Fletcher: Was the meeting scheduled to review the shelter dashboard?

00:27:07   Michelle Charlton (She/Her) SSF, CoC Coordinator: Annual Meeting webpage:

00:27:09   Michelle Charlton (She/Her) SSF, CoC Coordinator: https://sacramentostepsforward.org/2021-sacramento-continuum-of-care-annual-meeting/?highlight=annual%20meeting

00:30:20   Michelle Charlton (She/Her) SSF, CoC Coordinator: Here is the REQ Action Plan: https://sacramentostepsforward.org/wp-content/uploads/2021/08/10_SSF-Racial-Equity-Action-Plan-12-copy.pdf

00:32:43   Michelle Charlton (She/Her) SSF, CoC Coordinator: Racial Equity Data and Context About the Disparities in Homelessness webpage: https://sacramentostepsforward.org/racial-equity-data/

00:37:12   Michelle Charlton (She/Her) SSF, CoC Coordinator: Previous REQ
Trainings from this year:
https://sacramentostepsforward.org/racial-equity-training-series/

00:38:28   Monica Rocha-Wyatt (she/her) BHS: brb

00:42:13   Monica Rocha-Wyatt (she/her) BHS: back

00:45:06 Michele Watts, she/her/hers, SSF Chief Planning Officer: I think "HDS" is
really "HDC"

00:49:02   Michelle Charlton (She/Her) SSF, CoC Coordinator: Questions:

00:49:09   Michelle Charlton (She/Her) SSF, CoC Coordinator:

- How do you envision collaborating with the REQC and its HDC liaisons?
- What support might you need?
- Are there tools that might be helpful?
- Additional resources?
- Thoughts on timeline for implementation?

00:52:46   Michelle Charlton (She/Her) SSF, CoC Coordinator: Join the REQC
meeting next week: Wed. 10/20 9am - 11am:
https://sacramentostepsforward.org/committees/#reqc

01:00:32   Michelle Charlton (She/Her) SSF, CoC Coordinator: Here is the REQ
webpage for more details: https://sacramentostepsforward.org/racial-equit

01:00:51   Michelle Charlton (She/Her) SSF, CoC Coordinator: Here is the new
REQC, approved yesterday by the CoC Board (pg 80):
https://sacramentostepsforward.org/wp-content/uploads/2021/10/10.13.21-CoC-Board
-Packet.pdf

01:02:22   Michelle Charlton (She/Her) SSF, CoC Coordinator: Here is the
presentation:
https://files.constantcontact.com/39560320801/12bd1673-b41a-495c-853f-2d27def41
5a3.pdf

01:02:47   Michelle Charlton (She/Her) SSF, CoC Coordinator: Here is the HMIS
Privacy and Security plan:

01:02:52   Michelle Charlton (She/Her) SSF, CoC Coordinator:
https://sacramentostepsforward.org/wp-content/uploads/2021/10/HMIS-Privacy-Security-Plan-Revised-11.2020.pdf

01:03:18   Michelle Charlton (She/Her) SSF, CoC Coordinator: Here is the HMIS
Data Quality Plan:

01:03:22   Michelle Charlton (She/Her) SSF, CoC Coordinator:
https://sacramentostepsforward.org/wp-content/uploads/2021/10/Sacramento-Data-Quality-Plan-Revised-11.2020.pdf

01:26:25   Michelle Charlton (She/Her) SSF, CoC Coordinator: Details to come on
the new CoC member recruitment application here:
https://sacramentostepsforward.org/coc-program-comp/board/

01:27:53   Michelle Charlton (She/Her) SSF, CoC Coordinator: Details about the
HDC: https://sacramentostepsforward.org/committees/#hdc