



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

HMIS & Data Committee Meeting Minutes

Thursday, January 13th, 2022 || 10:00 AM – 11:30 AM

[Recording of Zoom Meeting](#) - The meeting chat provided in recording.

Attendance:

Member	Area of Representation / Organization	Present
Anastasiya Hernandez	Saint John's Program for Real Change	Unknown
Anne-Marie Hooper	Sacramento Self Help Housing	Unknown
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sacramento County Dept. of Health Services	Yes
Erica Plumb (Co-Chair)	Mercy Housing	Unknown
Jameson Parker (Co-Chair)	Midtown Business Association	Yes
Janel Fletcher	SHELTER, Inc.	Yes
Joshua Arnold	Volunteers of America (VOA)	Yes
Mixtlicoatl Gonzalez	Lutheran Social Services	Yes

*Notified SSF Staff they would be absent in advance.

SSF Staff	SSF Title
Brandi Thomas	HMIS Coordinator
Jillyan McKinney	Racial Equity Specialist
Keri Arnold	HMIS Coordinator
Man Tsui	Data Analyst

Michele Watts	Chief Planning Officer
Rolf Davidson	Chief Operating Officer
Scott Clark	Systems Performance Analyst
Tina Wilton	HMIS Manager

Guests
Troy Lynch
Emily Zelaya
Angela Upshaw
Debbie Wiland

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions	Jameson Parker, HDC Co-Chair	10:00 AM (10 minutes)	Informational
Tina Wilton called the meeting to order around 10:06 AM. Attendance of 20 participants.			
II. Approval of 10/14/21 Meeting Minutes	Jameson Parker	10:10 AM (5 minutes)	Action
Motion approved.			

III. Announcements: (Upcoming Events & Recent Actions)	HDC Co-Chair, HDC Members, SSF Staff, & Guests	10:15 AM (10 minutes)	Informational
<p>Tina Wilton (HMIS Manager) announced that it was the LSA time period for the agencies and directors in HMIS. Tina informed the Committee that she had sent out a reminder to each of the providers to inform them that they needed to run error reports and review program data for the Fiscal Year (10/1/2020 – 09/30/2021).</p>			
IV. 2021 CoC Committee Overview Presentation Review	Michele Watts, SSF Chief Planning Officer	10:25 AM (10 minutes)	Informational & Discussion
<p>Michelle Watts shared the presentation that will be brought to the full COC Board meeting in February. Michelle stated that it was an opportunity for each of the subcommittees to share their accomplishments from 2021 and their high-level goals for 2022. Michelle went on to share the slides that will be presented at the upcoming meeting. Michelle asked the Committee to provide any feedback or suggestions. It was mentioned that Jameson Parker would be presenting, and Erika Plumb, the HDC Co-Chair, will be out on leave.</p>			
V. CoC Membership Updates: <ul style="list-style-type: none"> • Current Recruitment: CoC Board & CESC • HDC Membership Updates 	Michele Watts	10:35 AM (5 minutes)	Informational
<p>Michelle announced that the COC Board and the Coordinated Entry Systems Committee are actively recruiting. Michelle encouraged the group to submit applications. Michelle provided an update as to a time frame the HDC will begin recruitment (Mid-year). Michelle opened up the meeting for questions on adding additional members.</p>			

VI. 2022 Unsheltered PIT Count Update: <ul style="list-style-type: none"> • New Dates: 2/23-2/24 • Volunteer Recruitment • Event Logistics 	Michele Watts	10:40 AM (10 minutes)	Informational
<p>Michelle announced that due to the public guidance on the recent COVID-19 Omnicron surge that the 2022 PIT would be postponed until the end of February. Michelle explained that the PIT count organizers put together a required statement for HUD which provided justification for the request to postpone. Michelle further explained that the volunteer portal had been updated with new training dates for volunteers. Volunteer sign-ups continue to come in, and Michelle encouraged the group to sign up to volunteer if they had not done so already. Michelle stated that she would be placing a link to the Point-in-Time Count Portal on the SSF webpage.</p>			
<ul style="list-style-type: none"> • VII. REQC Liaisons Updates & Next Steps 	Angela Upshaw & Ardy Akhzari, REQC Co-Chairs & Jillyan Mckinney, SSF REQ Specialist	10:50 AM (15 minutes)	Informational
<p>Jillyan McKinney and Angela Upshaw began by announcing that the REQC was starting to work on the Racial Equity Action Plan. Angela explained that the first item they had begun working on was access through Coordinated Entry. The second item being worked on was looking to assign liaisons for each of the COC Committees that could help to move along work plans at each of those individual committees. Angela further explained that those plans for HMIS mainly concerned with expanding the number of providers that were utilizing HMIS and the quality of data that was being entered into HMIS. Jillyan continued by sharing slides that held information as to what the liaisons will be looking at in each Committee and what information they will be sharing with the full COC. The slides presented held six guiding questions for the REQC Liaisons. Secondly, Jillyan explained that they would be shifting different individuals in their positions to make sure that the process was fully functional.</p>			

<p>VIII. HMIS Plans</p>	<p>Tina Wilton, SSF HMIS Manager</p>	<p>11:05 AM (10 minutes)</p>	<p>Informational & Discussion</p>
<p>Tina Wilton explained that the HMIS Plans were in reference to the HMIS Data Quality Plan and the HMIS Security and Privacy Plan. Tina announced that the plans were currently being reviewed and that she would be bringing forth sections of the plans to be revised for the upcoming year. Tina stated that these plans would be ready to be brought to the next data committee in April 2022 for discussion and revision.</p>			
<p>IX. Recertification Quiz / Security Audit Updates</p>	<p>Tina Wilton & Keri Arnold, SSF HMIS Customer Service Specialist</p>	<p>11:15 AM (15 minutes)</p>	<p>Informational & Discussion</p>
<p>Tina Wilton announced the timeline for the HMIS Re-Certification Quiz. She explained the sequenced emails that she would be sending out to the providers, along with a breakdown of each email and what those emails would consist of. Tina provided the Committee with a memo that included the complete timeline she was proposing. Tina announced that the actual Quiz period would be over a span of two weeks (February 28th – March 11th). Tina asked for approval of the proposed timeline. Tina discussed the Security Audit and the takeaway from 2021. Tina explained that there were challenges with several of the agencies in HMIS not completing the Security Audit. Tina announced that she was developing a proposal for an official process to ensure all providers are compliant. She stated that she would have a draft prepared of this process for the next HDC meeting in April.</p>			
<p>IX. Meeting Adjourned by Jameson Parker at 11:06 am. Attendance of 20 participants</p>			

Next HMIS Data Committee Meeting: 2022 Q2 Meeting - Thursday, April 14th, 2022 from 10:00 am to 11:30 am.

Meeting Chat:

The chat is unavailable