**HMIS & Data Committee Meeting Minutes**  
**Thursday, July 14th, 2022  ||  10:00 AM – 11:30 AM**

*Recording of Zoom Meeting* - The meeting chat provided in recording.

**Attendance:**

<table>
<thead>
<tr>
<th>Member</th>
<th>Area of Representation / Organization</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anastasiya Hernandez</td>
<td>Saint John's Program for Real Change</td>
<td>No</td>
</tr>
<tr>
<td>Anne-Marie Hooper</td>
<td>Sacramento Self Help Housing</td>
<td>Yes</td>
</tr>
<tr>
<td>Cynthia Hunt</td>
<td>Cottage Housing, Inc.</td>
<td>Yes</td>
</tr>
<tr>
<td>Dawn Williams</td>
<td>Sac. County Dept. of Health Services</td>
<td>No</td>
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<tr>
<td>Erica Plumb (Co-Chair)</td>
<td>Mercy Housing</td>
<td>Yes</td>
</tr>
<tr>
<td>Jameson Parker (Co-Chair)</td>
<td>Midtown Business Association</td>
<td>Yes</td>
</tr>
<tr>
<td>Janel Fletcher</td>
<td>SHELTER, Inc.</td>
<td>Yes</td>
</tr>
<tr>
<td>Joshua Arnold</td>
<td>Volunteers of America (VOA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Mixtlicoatl Gonzalez</td>
<td>Lutheran Social Services</td>
<td>Yes</td>
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<table>
<thead>
<tr>
<th>SSF Staff</th>
<th>SSF Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandy Thomas</td>
<td>HMIS Specialist</td>
</tr>
<tr>
<td>Jilliyan Sylvia-McKinney</td>
<td>REQ Specialist</td>
</tr>
<tr>
<td>Kai Koumatos</td>
<td>HMIS Coordinator</td>
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<tr>
<td>Kaylin Jones</td>
<td>CoC Project Coordinator</td>
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<tr>
<td>Michelle Charlton</td>
<td>CoC Coordinator</td>
</tr>
<tr>
<td>Rolf Davidson</td>
<td>Director of Programs</td>
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<tr>
<td><strong>Trent Simmons</strong></td>
<td>Data and Analytics Manager</td>
</tr>
<tr>
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<tr>
<td>Wendy Huynh</td>
<td>HMIS Manager</td>
</tr>
</tbody>
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## Guests


<table>
<thead>
<tr>
<th><strong>Agenda Item</strong></th>
<th><strong>Presenter(s):</strong></th>
<th><strong>Time</strong></th>
<th><strong>Item Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Welcome/Introductions</strong></td>
<td>Jameson Parker, HDC Co-Chair</td>
<td>10:00 AM (10 minutes)</td>
<td>Informational</td>
</tr>
</tbody>
</table>

Jameson called the meeting to order around 10:05 AM. Attendance of 22 participants.

<table>
<thead>
<tr>
<th><strong>II. Approval of 4/14/22 Meeting Minutes</strong></th>
<th>Jameson Parker</th>
<th>10:10 AM (5 minutes)</th>
<th>Action</th>
</tr>
</thead>
</table>

Motioned for approval: 1<sup>st</sup> - Janel Fletcher / 2<sup>nd</sup> - Cynthia Hunt

Motion approved.

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<tr>
<th><strong>III. Announcements: (Upcoming Events &amp; Recent Actions)</strong></th>
<th>HDC Co-Chair, HDC Members, SSF Staff, &amp; Guests</th>
<th>10:15 AM (5 minutes)</th>
<th>Informational</th>
</tr>
</thead>
</table>

No announcements were made.
### IV. HDC Overview

Rolf Davidson, SSF Director of Programs
10:20 AM (10 minutes)  
Informational

Rolf introduced himself and shared HMIS goals, discussed efforts to strengthen the HMIS department, and asked about an annual HDC calendar. Please see the meeting recording and chat for more details.

**Action Item:**
- Rolf will prepare a calendar, discuss and share with HDC co-chairs, and present at the next HDC meeting.

### V. HMIS Plan of Action to support SSF Strategic Plan

Rolf Davidson & Wendy Huynh, SSF HMIS Manager
10:30 AM (60 minutes)  
Informational & Discussion

Rolf discussed the SSF Strategic plan related to the HDC - see [here](#). Rolf shared details about current and future efforts, SSF HMIS team growth and tools, funding, HDC and other CoC Committees, challenges, and a timeline to be created. Wendy introduced herself and the HMIS team goals/efforts. Discussions about the Staff Verification for HMIS Access form edit (HR line). Questions were asked during the meeting. Please see the meeting recording and chat for more details.

**Action:**
- SSF HMIS Team to review/edit the form as discussed in the meeting.

### VI. Meeting Adjourned at 10:58AM. Attendance of 27 participants.

The Q4 2022 HMIS Data Committee Meeting is Thursday, Oct. 13th, 2022 from 10:00 am to 11:30 am.

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**Meeting Chat:**

10:01:48 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone: Welcome to the CoC HMIS & Data Committee Meeting! Here are today’s meeting materials:
Good morning everyone

Good morning!

Good morning

Good Morning

Welcome to the CoC HMIS & Data Committee Meeting! Here are today’s meeting materials:


Candy Hernandez,

Mixtli Gonzalez, Lutheran Social Services of Northern California

Josh Arnold, Volunteers of America

Casey Maloney (he/him/his) Sacramento LGBT Community Center

Good morning, Isabella Ohl - Sacramento Children's Home
10:04:45 From Annie Hooper to Everyone:
   Good morning, Annie Hooper from SSHH.

10:04:47 From Rolf Davidson to Everyone:
   Rolf Davidson, Director of Programs - Sacramento Steps Forward

10:04:48 From James Landreth to Everyone:
   James Landreth | SHRA

10:04:54 From Erica Plumb (she, her) to Everyone:
   Good morning all! Apologies for being late. Happy to see everyone!

10:04:56 From gina.hernandez to Everyone:
   Gina Hernandez, SHELTER, Inc.

10:04:56 From chunt to Everyone:
   Cynthia Hunt  Cottage Housing inc.

10:04:59 From Anna Bilik to Everyone:
   Anna Bilik, DHA

10:05:02 From Wendy Huynh (she/her) to Everyone:
   Wendy Huynh (she/her) - SSF HMIS dept.

10:05:10 From Trent Simmons to Everyone:
   Hi everyone! I just joined SSF as a Data Analytics Manager. Looking forward to working with you.

10:05:11 From Candy Hernandez to Everyone:
   Candy Hernandez, Sacramento Children's Home

10:05:55 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
   Approval of the 4/14/22 Meeting Minutes:

10:06:03 From chunt to Everyone:
   yes

10:06:06 From Annie Hooper to Everyone:
   yes
10:06:07 From Jameson Parker (He/Him), Midtown Association to Everyone:
yes

10:06:08 From Mixtli Gonzalez, LSS (she/ her) to Everyone:
Yes

10:06:14 From Josh Arnold (VOA) to Everyone:
yes

10:07:24 From Janel Fletcher to Everyone:
Janel Fletcher- SHELTER, Inc.

10:13:48 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
SSF Strategic Plan Specific to HMIS PDF:
file:///Users/michellecharlton/Downloads/SSF%20Strategic%20Plan_Specific%20to%20HMIS.pdf

10:14:20 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Additional Resources:

HMIS & Data Committee webpage:
https://sacramentostepsforward.org/continuum-of-care-meetings/#hdc

HMIS webpage: https://sacramentostepsforward.org/about/hmis/

HMIS Resources webpage:
https://sacramentostepsforward.org/resources/helpful-materials/

10:14:47 From Janel Fletcher to Everyone:
Hi Michelle, I cannot open the strategic plan doc

10:18:40 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Sorry. Try this link:
https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:fb3498f1-aeb8-34c3-a4ce-59279ef2dc81

10:19:02 From Janel Fletcher to Everyone:
That worked. Thank you!
10:22:15 From James Landreth | SHRA to Everyone:
Great approach, Love it!

10:36:29 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
the 2021 Governance Charter:

10:49:55 From Trent Simmons to Everyone:
I'm taking notes as fast as I can. 😊

10:50:31 From Erica Plumb (she, her) to Everyone:
great to hear Trent!

10:58:17 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Thank you and see you at the Q4 October 13th HMIS & Data Committee meeting at 10am!

Join upcoming CoC Committee Meetings:
Coordinated Entry Committee: today, 7/14/22 at 2:30pm
Racial Equity Committee: Wed, 7/20/22
Point In Time Count Committee: Thur, 7/21/22
System Performance Committee: Thur, 7/28/22

Access CoC meeting materials and Zoom details here:
https://sacramentostepsforward.org/committees/