



SACRAMENTO  
STEPS FORWARD

Ending Homelessness. Starting Fresh.

## HMIS & Data Committee Meeting Minutes

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

[Recording of Zoom Meeting](#) - The meeting chat is below.

### Attendance:

Member	Area of Representation / Organization	Present
Anastasiya Hernandez	Saint John's Program for Real Change	No*
Anne-Marie Hooper	Sacramento Self Help Housing	No
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sac. County Dept. of Health Services	Yes
Erica Plumb (Co-Chair)	Mercy Housing	Yes
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/excused.

SSF Staff	SSF Title
Brandy Thomas	HMIS Specialist
Kai Koumatos	HMIS Coordinator
Kaylin Jones	CoC Project Coordinator
Jesse Archer	CoC Analyst

Michelle Charlton	CoC Coordinator
Michele Watts	Chief Planning Officer
Rae Uhde	HMIS Coordinator
Rolf Davidson	Programs Director
Wendy Huynh	HMIS Manager

### Guests

Alyxe Lett, Angela Upshaw, Candy Hernandez, Dawn Basciano, Isabella Ohl, James Landreth, Peter Bahnson, Stephen Hernandez, Troy Lynch, and Zuri KColbert.

Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome/Introductions</b>	Jameson Parker, HDC Co-Chair	10:00 AM (10 minutes)	Informational
Jameson called the meeting to order around 10:03 AM. Attendance of 20 participants.			
<b>II. Approval of <a href="#">7/14/22 Meeting Minutes</a></b>	Jameson Parker	10:10 AM (5 minutes)	Action
<b>Approval of 7/14/22 Meeting Minutes:</b> 1st - Cynthia Hunt, 2nd - Mixtlicoaatl Gonzalez Motion approved.			

<b>III. Announcements: (Upcoming Events &amp; Recent Actions)</b>	HDC Co-Chairs, HDC Members, SSF Staff, & Guests	10:15 AM (5 minutes)	Informational
<p><b>HDC Co-Chairs:</b> Jameson shared details about the <a href="#">Special NOFO</a> application in relation to HMIS.</p> <p><b>HDC Members &amp; Guests:</b> No announcements.</p> <p><b>SSF Staff:</b> Wendy Huynh shared details about the LSA and SSF efforts, discussed an item from the last HDC meeting (<a href="#">7/14/22 Meeting Minutes</a>), and the recent outreach regarding HMIS staff roles. Please see the recording for details.</p>			
<b>IV. 2023 HDC Work Plan</b> Supporting Material: 1. Work Plan/Calendar	Rolf Davidson, SSF Director of Programs	10:20 AM (10 minutes)	Informational
<p>Wendy Huynh shared the 2023 HDC work plan/calendar will be provided at the Q1 Jan HDC 2023 meeting.</p> <p><b>Action Item:</b></p> <ul style="list-style-type: none"> <li>SSF staff will share the 2023 HDC work plan at the Q1 HDC Jan 2023 meeting.</li> </ul>			
<b>V. Revisions to the Sacramento County CoC Privacy &amp; Security Plan</b> Supporting Materials: 1. <a href="#">Oct. 2022 Privacy &amp; Security Plan Change Log &amp; Recommendations</a>	Wendy Huynh, SSF HMIS Program Manager & Rolf Davidson	10:30 AM (40 minutes)	Discussion & Action

**Attendance of 26 participants.**

Wendy shared moving forward the revisions and adoption of the HMIS Privacy & Security Plan and HMIS Data Quality Plan will be on a new schedule to allow more time to review/revisions:

- Oct 2022 (Q4 meeting) - HMIS Privacy & Security Plan
- April 2023 (Q2 meeting) - HMIS Data Quality Plan

She went over the [HMIS Privacy & Security Plan Change Log & Recommendations](#) and the current CoC HMIS Privacy & Security Plan. Concerns and questions were asked during the meeting. Please see the recording and chat for more details.

**Action:**

- **SSF staff will email HDC members and guests, post meeting:**
  - HMIS Privacy & Security Plan to reference along with the [HMIS Privacy & Security Plan Change Log & Recommendations](#). The HMIS Privacy & Security Plan will be on the January 2023 HDC meeting agenda for approval.**
  - Solicit a smaller work group re: background check process.**
- **SSF staff will create a memo about the plan revisions and new schedule will be placed on the November CoC Board Consent Agenda for the CoC Board approval.**

<b>VI. 2022 NOFO Updates:</b> <ul style="list-style-type: none"> <li>● <a href="#">Regular NOFO</a></li> <li>● <a href="#">Special NOFO (SNOFO)</a></li> </ul>	Michele Watts, SSF Chief Planning Officer	11:10 AM (10 minutes)	Informational
--	---	--------------------------	---------------

Michele shared details about the 2022 Regular NOFO application submission and details about the HMIS staff positions. She shared details about the SNOFO, the full application deadline, HMIS application within the SNOFO, and next steps.

Michele also shared the [CoC Demographic Survey](#) was shared for members to complete during the meeting.

**VII. Meeting Adjourned at 11:17 AM. Attendance of 21 participants.**

The Q1 2023 HMIS Data Committee Meeting is Thursday, January 12th, 2023 from 10:00 am to 11:30 am.

## Meeting Chat:

10:04:14 From Joshua Arnold : Josh Arnold, Volunteers of America

10:04:15 From Wendy Huynh (she/her) : Wendy Huynh with SSF HMIS

10:04:17 From James Landreth : James Landreth - SHRA

10:04:17 From angela upshaw : Angela Upshaw, BFHP Roads Home

10:04:17 From Alyxe Lett (she/her)-OHI : Alyxe Lett-Sacramento County Office of Homeless Initiatives

10:04:17 From Dawn Williams BHS - (she/her/hers) : Dawn Williams - Sacramento County BHS

10:04:20 From Troy Lynch-SHRA : Troy Lynch- Program Manager for the Homeless Innovations Department at SHRA

10:04:20 From Mixtli- LSS (she/her) : Mixtli Gonzalez, LSS of Northern California

10:04:22 From chunt : Cynthia Hunt Cottage Housing Inc.

10:04:26 From Stephen Hernandez, Nation's Finest : Stephen Hernandez, Nation's Finest

10:04:31 From Isabella Ohl : Isabella Ohl, Sacramento Children's Home

10:04:32 From HMIS: Kai (he/him) : Kai Koumatos, Sacramento Steps Forward (HMIS Department)

10:04:32 From Peter.Bahnson : Peter Bahnson, Sacramento Children's Home

10:04:37 From Janel Fletcher : Janel Fletcher - SHELTER, Inc.

10:04:40 From Zuri KColbert : Zuri K. Colbert -Founder of CLAP, Sacramento CA

10:05:19 From Michelle Charlton (She/Her) CoC Coordinator, SSF : **Approval of 7/14/22 Meeting Minutes**

10:05:26 From Jameson Parker (He/Him) : yes

10:05:27 From Joshua Arnold : yes

10:05:27 From Mixtli- LSS (she/her) : yes

10:05:29 From Janel Fletcher : yes

10:05:33 From chunt : yes

10:07:38 From Michelle Charlton (She/Her) CoC Coordinator, SSF : **July HDC**

**Meeting Minutes:**

<https://sacramentostepsforward.org/wp-content/uploads/2022/07/7.14.22-HDC-Minutes.pdf>

10:10:07 From HMIS: Kai (he/him) : Thanks to all of those who were quick to respond! We truly appreciate it.

10:10:53 From Michelle Charlton (She/Her) CoC Coordinator, SSF : **Details about the 2022 Special NOFO:** <https://sacramentostepsforward.org/2022-coc-special-nofo/>

10:13:15 From Michele Watts, she/her/hers, SSF Chief Planning Officer : Regular NOFO including Planning Project funds for HMIS staff was submitted to HUD on Sept 30. Special NOFO including Special Planning Project funds for an HMIS Data Integration Consultant will be submitted to HUD on Oct 20.

10:14:16 From Michelle Charlton (She/Her) CoC Coordinator, SSF : **Access the Oct. 2022 Privacy & Security Plan Change Log & Recommendations:**

<https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:ba1f8b74-2d21-309f-b105-cfaee0bfe857>

11:00:57 From Dawn Basciano : is there an exemption process for any of the "disqualifying" crimes?.. gives an opp for folks prohibited from accessing hmis to explain the circumstances surrounding the conviction...something to consider in your future conversations,

11:04:15 From Michele Watts, she/her/hers, SSF Chief Planning Officer : Excellent job, Wendy!

11:05:14 From Michelle Charlton (She/Her) CoC Coordinator, SSF : **Details about the 2022 Regular NOFO:**

<https://sacramentostepsforward.org/2022-continuum-of-care-coc-program-competition/>

11:08:53 From Michelle Charlton (She/Her) CoC Coordinator, SSF : **Details about the 2022 Special NOFO:** <https://sacramentostepsforward.org/2022-coc-special-nofo/>

11:09:42 From Michelle Charlton (She/Her) CoC Coordinator, SSF : **Here is the CoC Demographic Survey (only Committee Members to complete):**

<https://www.surveymonkey.com/r/cocdemo2022>

11:12:04 From James Landreth : Thanks for the updates everyone, enjoy your day. Stepping away.

11:13:30 From Dawn Williams BHS - (she/her/hers) : I just submitted

11:14:25 From Michelle Charlton (She/Her) CoC Coordinator, SSF : We have received:

11:14:25 From Janel Fletcher : I just submitted

11:15:10 From Erica Plumb : I'm having some internet issues on my end today. Thanks all!

11:15:32 From Michelle Charlton (She/Her) CoC Coordinator, SSF : Angela, Dawn, Mixtlicatl, Jameson, Janel,

11:16:02 From Michelle Charlton (She/Her) CoC Coordinator, SSF : Anastasiya, Cynthia

11:17:53 From Janel Fletcher : Thank you!