



HMIS & Data Committee Meeting Minutes

Thursday, Feb. 13, 2024 | 10:00 AM – 11:30 AM

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

Attendance:

Member	Area of Representation / Organization	Present
Alexsander Willis	LGBT Community Center	Yes
Anne-Marie Hooper	Sacramento Self Help Housing	No
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sac. County, Health Services	No
Hezekiah Allen, Co-Chair	City of Sacramento	Yes
Haimanot Ashenafi, Co-Chair	City of Elk Grove	Yes
Joseph Pacheco, Co-Chair	Homeless Service Provider	Yes
Julia Erdkamp	Coalition/Network	Yes
Kristy Smith	PWLEC Member	Yes
Mixtlicoaatl Gonzalez	Lutheran Social Services	Yes
Theresa Luna	Sac. County, Behavioral Health	No
Yvette Buckner	PWLEC Member	Yes

SSF Staff	SSF Title
Aziz Bilotta-Connors	Interim Analytics Manager
David Arthur	HMIS Manager

Geoffrey Fralick	Program Analyst - Youth Specialist
Jesse Archer	CoC Analyst
Lizet Gonzalez	Operational Support Specialist II
Michelle Charlton	CoC Coordinator
Tina Wilton	HMIS Specialist

Guests
Candy Hernandez, Darrell Rodgers, Dawn Basciano, and Shannon Martin.

Agenda Item	Presenter:	Time	Item Type
<p>I. Welcome & Introductions</p> <p>Welcome New CoC HDC Co-Chairs</p> <ul style="list-style-type: none"> • Haimanot Ashenafi • Hezekiah Allen • Joseph Pacheco <p>Resources:</p> <ul style="list-style-type: none"> • List of Acronyms • 2025 HDC Work Plan • CoC Meetings Webpage 	Haimanot Ashenafi, Hezekiah Allen, & Joseph Pacheco, HDC Co-Chairs	10:00 AM (10 minutes)	Informational
<p>Haimanot, Hez, and Joseph introduced themselves and called the meeting to order around 10:03 AM. The HDC members introduced themselves.</p>			
II. Approval of 10/10/2024 Meeting Minutes	Haimanot Ashenafi, HDC Co-Chair	10:10 AM (5 minutes)	<i>Informational Action</i>

Supporting Material: <ul style="list-style-type: none"> • 10/10/24 Meeting Minutes 			
Motion Approval of 10/10/2024 Meeting Minutes: 1 st - Cynthia Hunt, 2 nd - Kristy Smith. Motion Approved.			
III. Announcements (Recent/Current Actions, & Upcoming Events) SSF Data & Analytics Department Updates: <ul style="list-style-type: none"> • HUD Mandated Report Announcements: LSA, SPM, PIT, & HIC • Nov. 2024: the CoC Board approved the HMIS Privacy & Security Plan 	Haimanot Ashenafi, HDC Co-Chair, HDC Members, SSF Staff, & Guests David Arthur, SSF HMIS Manager	10:15 AM (5 minutes)	Informational
Announcements were shared: <ul style="list-style-type: none"> • Hezekiah noted opening positions coming up for Front Line Staff. • Alexander shared that the LGBT Center has a new training on LGBT data capturing. • David shared that SSF submitted the LSA to HUD and is currently working on the HIC and Sheltered PIT. Additionally, SSF is working on the SPM report. Agencies in HMIS should expect to hear from SSF on some data quality clean up. Be sure to join the HMIS office hours. • Questions were asked. Please see the recording for details. 			

<p>IV. Specific HMIS Feature Highlight from the Newsletter/Intro</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • 2025 HMIS User Newsletter Survey 	<p>Lizet Gonzalez, SSF Operational Support Specialist II</p>	<p>10:20 AM (10 minutes)</p>	<p>Informational</p>
<p>Lizet highlighted the Data & Analytics newsletter. The newsletter had job aids, survey for feedback on the newsletter, and more details on SPM, HIC, and Sheltered PIT.</p>			
<p>V. Data Graphics on Homelessness</p>	<p>Trent Simmons, SSF Chief Program Officer</p>	<p>10:30 AM (10 minutes)</p>	<p>Informational</p>
<p>Aziz, SSF, stepped in for Trent and shared graphics from Stella P, a tool HUD provides CoCs to review performance. Key Metrics: Entries, Exits, Length of Stays, and Returns to Homelessness. A request from the HDC was to set up an informal working group, with HDC members and non HDC, for continued discussion (separate time than the HDC meetings). The following HDC and non HDC members who expressed interest in joining the working group: Yvette, Dawn, Hez, Alex, Joseph, and Kristy. Please see the recording for more details.</p> <p>Action Item:</p> <ul style="list-style-type: none"> • SSF Staff and HDC Chairs will discuss the next steps for the “Data Graphics on Homelessness” working group. 			
<p>VI. HMIS Learning Session “HMIS Access Process”</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • HMIS Access Request Process 	<p>Cait Grabill, SSF HMIS Coordinator (HMIS Software Administrator)</p>	<p>10:40 AM (10 minutes)</p>	<p>Informational</p>
<p>Cait shared details on how to request access to HMIS. This process is outlined on the SSF’s website: HMIS Access Request Process.</p>			

<p>VII. 2024 CoC Committee Overview Presentation – HDC slides</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • 2024 CoC Committee Overview PPT– HDC Slides 	<p>Hezekiah Allen, HDC Co-Chair</p>	<p>10:50 AM (5 minutes)</p>	<p>Discussion</p>
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Hez shared these slides will be presented at the March 2025 CoC Board meeting, discussed the HDC slides, and asked if there were any edits/feedback from the HDC. If any committee members would like their photo included on these slides, please send a professional headshot/selfie to [Geoff Fralick](#).

<p>VIII. 2025 HDC Meeting Updates:</p> <ul style="list-style-type: none"> • New Meeting Schedule: Feb. 13 Apr. 10 Jun. 12 Aug. 14 Oct. 9 Dec. 11 • HDC Work Group Survey <p>Supporting Materials:</p> <ul style="list-style-type: none"> • 2025 HDC Work Plan • 2025 Work Group Survey (ACTION - HDC Members to Complete Survey) 	<p>Joseph Pacheco, HDC Co-Chair,</p> <p>Ashley Wyant, SSF HMIS Specialist</p>	<p>10:55 AM (10 minutes)</p>	<p>Informational & Discussion</p>
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Joseph shared a quick update on the 2025 CoC HDC meeting schedule. At the Oct. 2024 HDC meeting, the HDC approved the 2025 meeting schedule to meet bimonthly starting in Jan. 2025. We did not have a Jan. 2025 HDC meeting given the HDC Chair vacancy. Moving forward this year, the HDC will meet today, Feb. 13 | Apr. 10 | Jun. 12 | Aug. 14 | Oct. 9 | Dec. 11 . We look forward to this year's discussions and activities. Thank you again to all HDC members for your flexibility.

Ashley discussed the [HDC Working Group Interest Survey](#) and [responses](#). The survey was placed in the meeting chat for HDC members to complete (if they haven't already). For the next steps, the HDC Chairs and SSF Staff will review the responses and follow up with the HDC.

Action Item:

- SSF Staff and HDC Chairs will discuss the next steps for the HDC work groups, including those who expressed interest in the Data Graphics on Homelessness work group.

<p>IX. FY2024–2025 CoC NOFO Program Competition Debrief</p> <ul style="list-style-type: none"> • Debrief Presentation • Next Steps <p>Supporting Material:</p> <ul style="list-style-type: none"> • FY2024-2025 CoC Program Competition SSF Webpage 	<p>Jesse Archer, SSF CoC Program Manager</p>	<p>11:05 AM (5 minutes)</p>	<p>Informational</p>
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Jesse mentioned the [presentation](#) on the [NOFO Debrief report](#) presented at the Feb 12, 2025 CoC Board meeting. Please see the recording for details.

<p>X. Open Discussion on Recent Actions / Events</p>	<p>Open to All</p>	<p>11:10 AM (5 minutes)</p>	<p>Discussion</p>
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Discussions about:

- Acknowledgement and concerns of the Federal Funding were expressed.
- HMIS data inconsistency were shared and a request for a general aid to help describe generic fields to provide to organizations in an effort to reduce errors reported.

XI. Meeting Adjourned around 11:03 am.

The next HMIS & Data Committee Meeting is Thursday, April 10, 2025, from 10:00 am to 11:30 am.

2025 HMIS & Data Committee Meetings: February 13 | April 10 | June 12 | August 14 | October 9 | December 11

Meeting Chat:

10:01:42 From Sacramento Steps Forward to Everyone: Welcome! Here is today's agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/02/2.2025-HDC-2025-Agenda-Final.pdf>

10:04:12 From Sacramento Steps Forward to Everyone: **Welcome New CoC HDC Co-Chairs • Haimanot Ashenafi • Hezekiah Allen • Joseph Pacheco**

10:08:25 From Sacramento Steps Forward to Everyone: **Approval of 10/10/2024 Meeting Minutes:**

10:08:40 From Hezekiah Allen - City of Sacramento to Everyone: Abstain, was not present

10:08:43 From Cynthia Hunt to Everyone: yes

10:08:44 From Alexander Willis to Everyone: Approve

10:08:50 From Joseph Pacheco, First Step Communities to Everyone: Abstain, not present at last meeting.

10:08:56 From Mixtli G- BACS (she/her) to Everyone: Yes

10:09:00 From Yvette Buckner to Everyone: Approve

10:09:07 From Haimanot Ashenafi, City of Elk Grove Analyst (She/Her) to Everyone: abstain

10:09:41 From Sacramento Steps Forward to Everyone: **Announcements (Recent/Current Actions, & Upcoming Events)**

10:12:13 From Sacramento Steps Forward to Everyone: **HMIS Office Hours, see here:** <https://sacramentostepsforward.org/about/hmis-help/>

10:12:25 From Sacramento Steps Forward to Everyone: CoC System **Performance Measures:** <https://www.hudexchange.info/programs/coc/system-performance-measures/#guidance>

10:12:58 From Sacramento Steps Forward to Everyone: **Open Office Hours Every Wednesday 12pm-2pm**

10:13:03 From Sacramento Steps Forward to Everyone: <https://sacramentostepsforward.org/about/hmis-help/>

10:14:33 From Haimanot Ashenafi, City of Elk Grove Analyst (She/Her) to Everyone: hmis@sacstepsforward.org

10:18:20 From Aziz Bilotta-Connors, SSF Interim Analytics Manager to Everyone: https://sacramentostepsforward.org/wp-content/uploads/2024/01/Sac-Community-Stds_v1_12.13.2023_FINAL.pdf

10:18:42 From Sacramento Steps Forward to Everyone: **Data & Analytics Newsletter:** <https://myemail.constantcontact.com/Data---Analytics-Newsletter.html?soid=1133908092307&aid=FD-CjL3xyME>

10:19:35 From Sacramento Steps Forward to Everyone: **2025 HMIS User Newsletter Survey:** <https://form.jotform.com/250125314828149>

10:20:49 From Sacramento Steps Forward to Everyone: Aziz Bilotta-Connors: abilotta-connors@sacstepsforward.org

10:25:28 From Jesse SSF, CoC Program Manager to Everyone: In HUD terms SH = Safe Haven. Which is not funded locally.

10:30:00 From Tina Wilton, CA 503 (Sacramento) & CA 521 (Yolo) to Everyone: Good bye everyone. I have to jump off to another meeting.

10:36:02 From Dawn Basciano to Everyone: Do we have data why they returned?

10:39:45 From Dawn Basciano to Everyone: Of the 44% black pop served what if the 39% returns were black

10:41:05 From Michelle Charlton, She/Her, SSF to Everyone: Aziz Bilotta-Connors: abilotta-connors@sacstepsforward.org

10:44:49 From Yvette Buckner to Everyone: Yvette Buckner bucknerdyvette@gmail.com

10:44:58 From Dawn Basciano to Everyone: Dawn Basciano mbasciano@hotmail.com

10:44:59 From Alexander Willis to Everyone: Alexander Willis;
alexander.willis@saccenter.org

10:45:48 From Hezekiah Allen - City of Sacramento to Everyone: Hezekiah,
hdallen@cityofsacramento.org

10:47:07 From Kristy Smith to Everyone: Kristys7180@gmail.com

10:47:43 From Michelle Charlton, She/Her, SSF to Everyone: **HMIS Access Request Process webpage:** <https://sacramentostepsforward.org/resources/requesting-hmis-access/>

10:48:23 From Michelle Charlton, She/Her, SSF to Everyone: **HMIS Job Aids webpage:** <https://sacramentostepsforward.org/resources/job-aids/>

10:49:56 From Michelle Charlton, She/Her, SSF to Everyone: **This presentation:** <https://sacramentostepsforward.org/wp-content/uploads/2025/02/HDC-Slides-Draft-2024-CoC-Committee-Overview-Presentation-.pdf>

10:53:16 From Michelle Charlton, She/Her, SSF to Everyone: **2025 HDC work plan:** <https://sacramentostepsforward.org/wp-content/uploads/2025/01/2025-HDC-Workplan-Approved-10.2024.pdf>

10:53:29 From Geoffrey Fralick to Everyone: **If any committee members would like to have their photos included in these slides, feel free to send your professional headshot/selfie my way:**

10:53:39 From Geoffrey Fralick to Everyone: gfralick@sacstepsforward.org

10:53:54 From Michelle Charlton, She/Her, SSF to Everyone: **New Meeting Schedule: Feb. 13 | Apr.10 | Jun. 12 | Aug. 14 | Oct. 9 | Dec. 11**

10:54:37 From Michelle Charlton, She/Her, SSF to Everyone: **HDC Working Group Interest Survey:** <https://www.surveymonkey.com/r/6MCVZSR>

10:57:14 From Michelle Charlton, She/Her, SSF to Everyone: [presentation](#) on the [NOFO Debrief report](#)

11:01:00 From Jesse SSF, CoC Program Manager to Everyone: **Full list of programs funded with CoC Program:** <https://sacramentostepsforward.org/2024-continuum-of-care-coc-program-competition/>

11:02:02 From Jesse SSF, CoC Program Manager to Everyone: **We will also be publishing updates on the federal funding freeze here:**

<https://sacramentostepsforward.org/federal-funding-information-resources/>

11:03:34 From Michelle Charlton, She/Her, SSF to Everyone: **The next HMIS & Data Committee Meeting is Thursday, April 10, 2025, from 10:00 am to 11:30 am.**

11:03:41 From Michelle Charlton, She/Her, SSF to Everyone: **2025 HMIS & Data Committee Meetings: February 13 | April 10 | June 12 | August 14 | October 9 | December 11**