



**HMIS/ CE Committee Meeting Minutes  
November 12, 2021  
10:30am – 12:00pm  
Via Teleconference**

**1. Call to Order/Quorum Established/Introductions**

Meeting was called to order at 10:36am by Roy Jackson, committee co-chairperson alternate. Quorum was established.

Members Present: Maddelyn Bryan (Siskiyou), Grace Poor (Lassen) and John Cravens (Shasta).

Alternate Members Present: Roy Jackson (Del Norte)

Lead Agency: Keith Anderson, Paul Tunison and Shannon Goodwin.

Members of the Public: none

**2. Public Comments (limited to 3 mins. per comment)**

No public comments were received.

**3. Approval of Meeting Minutes**

Grace Poor made a motion to approve the meeting minutes from October 8, 2021, as submitted, seconded by Maddelyn Bryan. Roll call vote was taken, all approved, and none opposed.

**4. Discussion**

**I. Continuing State of Emergency Teleconferencing (Standing)**

Shannon Goodwin shared that this will be a standing item on future agendas. The committee discussed and agreed to continue having teleconference meetings during the state of emergency with no objections. This will be an action item for the December meeting.

**II. Access Points (Standing item)**

There we no new access points to discuss at this time.



### **III. Service Providers (Standing item)**

Maddelyn Bryan shared a nonprofit called Youth Empowerment Siskiyou has begun to provide case management services to homeless youth.

### **IV. Housing Interventions (Standing item)**

Grace Poor shared they are excited to be in the process of working with a developer to implement permanent supportive housing units.

Maddelyn Bryan shared they are currently deliberating whether to accept or decline their Home Safe and HDAP allocations.

Roy Jackson shared they are accepting their HDAP allocation; are in the process of implementing their project Home Key, a permanent supportive housing project; they have an engineering company established; and are finalizing building permits.

### **V. Outreach Teams (Standing items)**

There we no new outreach teams to discuss at this time.

### **VI. Assessment Update Timeframe (Laura McDuffey)**

John Cravens inquired on the length of time that is required for an individual to have an open status in CE. Paul Tunison referenced the HMIS Policies and Procedures that states a client's profile will closeout if an agency does not have contact with client or the client's VI-SPDAT assessment is not updated within a year. However, if the client returns, their profile can be reopened and their VI-SPDAT assessment will need to be updated. Keith Anderson shared that a yearly assessment is a HUD requirement and any changes to the assessment timeframe would violate that requirement.

### **VII. Updating ROI and Policies and Procedures**

Keith Anderson reviewed Appendix D: HMIS Request for Policy Addition, Deletion, or Change in the HMIS Policies and Procedures. Once the form is submitted to the HMIS System Administrator email, [hmis@co.shasta.ca.us](mailto:hmis@co.shasta.ca.us), it will then be agenized at the next committee meeting as a discussion item, then if acceptable action can be taken at the HMIS committee level, then presented to the CoC Executive board for final review and approval. Any requested changes submitted will need to comply with HUD regulations. Any member of the CoC can submit the form. Keith will be working on making this an individual form that can be accessed and printed from the county website.



Keith Anderson shared his research regarding an over-the-phone intake is possible to provide services to a client; however, that information in the HMIS system cannot be shared with other agencies without having a signed ROI and further discussed how that effects other agencies. Keith Anderson also shared his research regarding how a research agreement can be presented to the CoC executive board after HMIS committee review and approval and that Shasta County on behalf of the CoC can legally enter into an agreement with the entity requesting a research agreement. There was further discussion on drafting a research agreement that incorporates HUD required regulations.

#### **5. County Updates**

Roy Jackson, Del Norte, shared they are in a transition period as their HMIS lead has taken on a different role and announced they are looking to hire a new HMIS lead.

#### **6. Lead Agency Updates**

Keith Anderson announced that this following Monday will be the restart of the quarterly HMIS meetings. Items that will be discussed in this meeting will cover the changes to the 2022 HUD data standard and how that will impact HMIS users. Training will be recorded and posted on the county website HMIS section.

Paul Tunison included ROI resources to reference in the meeting chat box.

#### **7. Discussion Items for Next Meeting**

- Drafting a research agreement that incorporates HUD required regulations.

#### **8. Adjournment**

John Cravens made a motion to adjourn the meeting at 11:17am, seconded by Grace Poor. Roll call vote was taken, all approved, and none opposed.

**Next Meeting**  
December 10, 2021  
**10:30am-12pm**