



**HMIS/CES Committee Meeting
December 10, 2021**

10:30 am – 12:00 pm

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/603616661>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 603-616-661

- 1. Call to Order/Quorum Established/Introductions**
- 2. Public Comments (limited to 3 mins. per comment)**
Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.
- 3. Approval of Meeting Minutes**
Board members will review and approve minutes from the November 12, 2021 Meeting. (Attachment A)
- 4. Action**
 - I. Continuing State of Emergency Teleconferencing
 - II. HMIS Change Request Form
 - III. 2022 HMIS-CEP Calendar (Attachment B)
- 5. Discussion**
 - I. Access Points (standing item)
 - II. Service Providers (standing item)
 - III. Housing Interventions (standing item)
 - IV. Outreach Teams (standing item)
- 6. County Updates**
- 7. Lead Agency Updates**
- 8. Discussion Items for Next Meeting**
- 9. Adjournment**

HMIS/CEP

Committee Members

Cathy Rahmeyer
County of Plumas,
Chair

Kintay Johnson
County of Del-Norte,
Vice-Chair

Tammy Muldoon
County of Sierra

Maddelyn Bryan
County of Siskiyou

Grace Poor
County of Lassen

Carol Madison
County of Modoc

John Cravens
County of Shasta



Next Meeting

January 14, 2022

10:30 am – 12 pm

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the Shasta County Housing and Community Action Agency at 530-225-5160 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting. **The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.**



NorCal Continuum of Care™

Attachment A

**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

a. 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.

b. Access Points (Standing item)

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

c. Service Providers (Standing item)



NorCal Continuum of Care™

Attachment A

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

d. 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 and 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.

e. Outreach Teams (Standing items)

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

f. 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.

g. 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, it will then be agenzized 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.



NorCal Continuum of Care™

Attachment A

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 affects 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



NorCal Continuum of Care™ Attachment B

NorCal HMIS/CEP Committee 2022 Meeting Calendar														
January							February							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28						
30	31													
March							April							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28	29	30	
May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	
29	30	31					26	27	28	29	30			
July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	
24	25	26	27	28	29	30	28	29	30	31				
31														
September							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	
25	26	27	28	29	30		23	24	25	26	27	28	29	
							30	31						
November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30				25	26	27	28	29	30	31	
Scheduled Meeting														
Holiday														