



**HMIS/CEP Committee Special Meeting Minutes
Friday, January 8, 2021
10:30am – 12:00pm
Via Teleconference**

1. Call to Order/Quorum Established/Introductions

Meeting was called to order at 10:33am by (Kintay Johnson). Quorum was established.

On Phone: John Cravens, Grace Poor, Kalie Brisbon, Kintay Johnson, Tammy Muldoon.

Lead Agency: Medea Henderson, Hollie Zander, Caedy Minoletti.

Non-Voting on Phone: Aimee Heaney, Laura McDuffey, Roy Jackson, Jessica Candela, Jessica King.

2. Approval of Meeting Minutes from December 11, 2020

Grace Poor made a motion to approve the December 11, 2020 minutes, seconded by John Cravens. Roll call was taken, all approved none opposed.

3. Public Comments (limited to 3 mins. per comment):

No public comments were received.

4. Updates:

a. CE Implementation:

Medea presented an outline on the steps needed to move forward with coordinated entry (CE) implementation which are: Identify participants and review participant agreements, identify housing programs in each county that will participate in CE, and identify additional data needed. She stated that she will work with WellSky for CE functionality, training to begin entering clients into CE, referral to project and ongoing monitoring and evaluation.

In addition, work with contracted vendors to help build out the CE reports for the HMIS capacity building grants.

b. CE Flyer:

Medea presented some examples of flyers as marketing pieces from other communities. She explained the need to create a marketing piece that could be distributed throughout the individual counties for their access points for CE.



Hollie with Lead Agency stated that the best route will be to work together with NorCal 211 to create draft flyers. NorCal 211 has offered support in areas of creating a template, CE implementation, resource data base, info around GAP analysis, marketing and outreach collaboration, and functions of 211 call/ text. The draft flyers we be presented to the committee for approval or edits.

c. CE Participating Agencies:

A list of agencies participating in HMIS was provided to the Committee to identify if any agencies were missing from the list.

d. New HMIS Intake Form:

The HMIS Intake form was presented for review and recommendations. The changes to the form identify the client and their VI-SPDAT score. Members made suggested changes including listing the Counties in alphabetical order. Concerns were expressed that CE questions affect the VI-SPDAT score. Clarification was provided that CE questions do not affect the VI-SPDAT score, they are there to identify certain restrictions or eligibility requirements of the different housing programs that will be in CE. All forms that were approved at the committee level will go to the Executive Board for approval. Release of Information and privacy policy are due to be approved by the Executive Board next month.

5. New Business

2021 HMIS Governance Charter audited by HUD: Approve the amendment to page 2. Recommendation to remove the word “the” before WellSky.

6. Agenda Items for Next Meeting

No agenda items for next meeting presented.

7. Adjournment (Time): 11:03am

The meeting adjourned at 11:03am by motion made by John Cravens, seconded by Aimee Heaney. Roll call vote was taken, all approved none opposed.

Next Meeting
March 19, 2021
10:00am-11:00am