



NorCal CoC HMIS Committee Meeting Minutes
April 08, 2022
10:30am –11:30am
Via Teleconference

1. Call to Order/Quorum Established/Introductions

Meeting was called to order at 10:35am by Roy Jackson. Quorum was established.

Maddelyn Bryan (Siskiyou), Roy Jackson (Del Norte) Laurie Marsh (Sierra), Laura McDuffy (Shasta). Absent: Carol Madison (Modoc), Cathy Rahmeyer(Plumas)

Newly voted members: Michele Alexander (Shasta) and Krystal Dalton (Lassen)

Lead Agency: Keith Anderson, Shannon Goodwin and Debbie Maysey

Members of the Public: None

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

Members of the public have the opportunity to address the Board on any issue within the jurisdiction of the Committee. Speakers are limited to 3 minutes.

None

3. Approval of Meeting Minutes (Attachments A,B)

Laurie Marsh made a motion to approve the Meeting minutes as presented from March 11,2022, not April 11 as listed on Agenda. Motion was seconded by Maddelyn Bryan. Roll call Vote was taken, All- approved None- opposed.

Laura McDuffy made a motion to approve the Special Meeting minutes of March 17,2022, not April 17th as listed on Agenda. Motion was seconded by Laurie Marsh



4. Action

I. Continuing State of Emergency Teleconferencing (Standing)

Maddelyn Bryan made a motion to continue State of Emergency teleconferencing as it is still not safe to hold meetings in person. Motion was seconded by Laurie Marsh. Roll Call Vote was taken: All-approved None-opposed.

II. Approve New Members (Attachments C,D,E)

Laurie Marsh made a Motion to approve all three new members: Michele Alexander (Shasta), Denise Keohandy-Alternate (Shasta) and Krystal Dalton (Lassen) motion was seconded by Grace. Role Call vote was taken: All-approved None-opposed.

III. Security Review Designee

Shannon Goodwin with Lead Agency, spoke to this Policy Procedure. It is a Policy that has been overlooked. She suggested either she be voted to fill this position, or the committee nominate someone else from the committee.

There was a lengthy discussion around the logistics of Shannon doing this do to the mere geographical region she would have to travel. It was suggested that each county assign this task, alternate suggestions were more than one person perform the yearly inspections of the facilities. It has to be a physical visit and each workstation needs to be signed off on. This includes laptops used for Street Outreach. Audits are not complete until all Findings of non-compliance have been addressed and corrected. It was decided due to the importance of this Audit that Lead Agencies' Shannon Goodwin complete the first years Inspections and that this position be revisited every year.

Keith explained that Agencies could not perform their own Audit. Shannon will email out the list of Licensed Agencies/Access Points/and Forms needed to complete the Audit so the Committee can become familiar with the process. Keith explained that the Policy states that each licensed user have a Security Officer and a Lead person. It was suggested that this language be clarified and changed. The majority of HMIS licensed participants only carry 1-3 licensed users.



Laurie Marsh nominated Shannon Goodwin to this position and Krystal Dalton seconded the motion. Roll Call vote was taken: All-approved None-opposed
Roll call vote included both new voting members

IV. Policies and Procedures (Attachment F) ***Tabled**

Keith provided background on the purpose of the HMIS Committee and its responsibilities for New Members.

Shannon went over the present Policy language that needed to be clarified and changed. These are items that have been identified by the committee and Lead Agency at prior meetings.

Example: Present policy states that each Licensed HMIS Agency have a representative participate on the HMIS Committee. Logistically this would create a Quorum issue. There are approximately 20 Agencies throughout the NorCal CoC.

Things needing to be addressed:

1. Creation of a detailed process and Research Agreement Form
2. New Privacy Policy-Organic signatures not required. (Electronic acceptable).
3. HMIS-requirements of each Agency having a Security Officer and a Lead Worker.
 - A. Each County provide HMIS Security Officer?
4. Continued HMIS Training, Quarterly?
5. Data Sharing need clarified and cleaned up.
6. Committee Member- requirements
7. Sub-committee creation to review -Research Data Request
8. **Policies need to Match what is being done.**

This was tabled to provide each County representatives time to go back to their Advisory Boards to ask for input. Shannon will send out the approved Change Form and then create a Redline version, all committee members are to submit suggestions by April 22nd so she will have time to create it for the next meeting.

V. Data Quality Letters ***Tabled**



Shannon asked the committee what capacity did they want to use the letter. Keith went over the importance of the accuracy of our HMIS Data. He suggested Agencies be given a Report Card and they be posted on the CoC Website. It was determined that this probably would not be affective. Letters will be sent out, notifying each Agency of corrections that are needed with a deadline of completion.

Maddelyn didn't think that the errors of lack of caring but, more of a capacity

issue. She, Roy and Laurie stated that many agencies are using other Programs to process clients. Using HMIS is duplicating their entry load.

*Can Volunteers be used to complete Data Entry?

Laurie suggested that Data Quality issues be brought before the Committee.

Roy thought it would be helpful to invite a representative from the Agency having Data accuracy issues to see what can be done to help them.

5. Discussion

- I. **Access Points:** No one had anything new to report.
- II. **Service Providers:**
Siskiyou voted in the Tribe to the Advisory Board.
Lassen reported that Crossroads Ministry-Director has joined the Advisory Board.
- III. **Housing Interventions:** None
- IV. **Outreach Teams:** Krystal shared how she and Grace do local outreach.
- V. **Data Sharing and Research Agreement (Attachment G) *Tabled**
Hopefully it will be ready to vote on at the next meeting. Committee members to send input to Shannon.
- VI. **Chair and Vice Chair *Tabled**
It was agreed that there needs to be concise language around the process of filling the Chair and Vice Chair positions, as well as the requirements of general members. Roy voiced concern over Vice-Chair, Kintay Johnson not returning. He also stated that DelNorte would find another Committee Member and he would remain as the alternate, since he also serves on the Executive Board.



6. **County Updates:** No updates reported

7. **Lead Agency Updates:** No updates reported

8. **Discussion Items for Next Meeting**

Shannon will send out a draft Roy encouraged Committee Members to reach out to her with any concerns or Agenda items.

9. **Adjournment 12:04 pm**

Krystal Dalton made a motion to adjourn the meeting. Motion was seconded by Laurie Marsh. Roll call vote was taken: All- approved None- opposed.

Regular Meeting:
May 13, 2022
10:30 am- 12-pm