



NorCal CoC HMIS Committee Meeting Minutes
March 17, 2022
3:00pm –4:00pm
Via Teleconference

1. Call to Order/Quorum Established/Introductions

Meeting was called to order at 3:05 am by Cathy, Chairperson/ Vice-Chairperson. Quorum was established.

Members Present: Cathy Rahmeyer (Plumas), Grace Poor (Lassen), Maddelyn Bryan (Siskiyou), Roy Jackson (Del Norte). Absent: Carol Madison (Modoc), Sierra-Vacant

Due to some technical issues Grace had to communicate through the Chat off and on.

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.

No comments made

3. Action

I. Updated Policies and Procedures (Attachment A)

The question was asked if the committee was excepting as is. Keith replied that that is up to the committee. Maddelyn asked if the redlines were just on the forms. Keith replied yes, they had to be brought up to HUD's 2022 data standards. He suggested they change and update it later when time wasn't an issue. He said after they approved it that he would post it to the website.

One particular policy that needs to be addressed is the one that states that there needs to be a representative from each agency using the HMIS Program. He said this would create a Quorum nightmare. All agreed.

Grace Poor made a motion to approve as is and Maddelyn Bryan seconded the motion. Roll call vote was taken. All-approved Non-opposed



II. ESG Manual (Attachment B)

Cathy had a comment regarding the statement that all Assessments have to be done in person. She felt that due to COVID restrictions she asked if they needed to address this. Keith stated that they could modify it now or do it when they come back to go over the entire manual. He went on to say that just in case something like this happens in the future they may just want to modify the language. He went on to say that they will have to circle back around and update the Policies and Procedures to include completing the Assessments over the phone. However, organic signatures would be needed on all Releases and Authorizations.

Maddelyn had comments regarding the use of County vs. CoC on pg 5 and on pg 6. She also brought up that the document states follow the CoC CE guidelines once developed. This could be removed as the CE guidelines have been developed even though they need updated they are developed enough to work.

Cathy asked if they had to worry about the expansion of ESG-CV Grant funds. Keith replied that there still needed to be an Addendum created to cover the Grant rules. He was hoping the Grant Administrator would provide an example. He will reach again and see if there is one, he could use to write the Addendum with. He stated the Grant Admin had talked about specific guidelines and verbiage around the use of the funds and the activities around it. The Addendum would cover the CSGB funds, and they only need it for the next 6mos. Cathy suggest adding the Chart that has been provided that shows the uses of the Grant funds. Keith stated that he could add it if they like. Keith asked for clarification, he asked if Cathy was talking about the HUD ESG use of funds chart. Cathy said yes, she felt it would be a great tool to have. He suggested it be added to the Appendix.

Maddelyn had a question around Program Income on page 17. She asked if there needed to be rules around Program Income. Around returned deposits. Keith said he would look through the regulations. He was thinking that these funds would have to be governed by the same Grant requirements. Maddelyn asked about returned deposits that are returned after the spending deadline has passed. Keith said he would ask the Grant Admin. Grace asked specifically about earned interest. She asked if it just goes to the County General Fund. Keith is going to look into it but, he believed it would not go into the County and that the funds would need to be spent according to Grant regulations. Maddelyn suggested adding a line stating the Program Income must be spent following the same Grant requirements.



Grace asked about returned deposits that are returned, Roy stated that he believed that there was wording to the affect that you had to be consistent on how this was handled. Cathy said she thought there may need to be a Policy around returned deposits because it sounded like different counties were handling them differently. Keith thought that everyone's projects were going to be different and that as long as deposits were handled consistently throughout the project, everything should be ok.

Cathy asked if there was a way to approve the manual now and then work on it more later. Keith said yes, it could be approved as a baseline with the intent to make changes as we move forward.

Keith is trying to be proactive and anticipate some of the Findings during the Monitoring process.

1. Identify why it happened.
2. Show how we intend to fix the process, so it doesn't happen again.

Grace made a motion to accept the ESG Manual with the improvements discussed. Roy seconded the Motion. Roll call vote was taken:
All-approved Non-opposed.

4. Discussion

I. Data Sharing

Keith explained that the Committee needed to develop a Policy for Data Sharing over the CoC.

Identify and Create a written Policy from start to finish, that describes the procedure flow.

1. Create a Research Agreement
2. All request are to be Submitted for to Admin
3. Be placed on the HMIS Committee agenda for review.
4. Be sent to the CoC Executive Board for approval.
5. All request have to go before the Shasta County Board of Supervisors for final approval. Shasta County is the Agency that enters into all Legal Contracts on behave of the CoC.

Research Agreement needs to identify how:

1. How the information will be used?
2. Who is going to have Access?
3. What is going to happen to the information once Research is complete? It must be destroyed.
4. How will the information be changed?



Keith will create a rough draft, using the Template Grace provided at the last meeting. Then it can be taken back to the Advisory Boards and discuss Perimeters and Safe Guards they'd like to see in place.

5. Adjournment 3:52 pm

Roy Jackson made a motion to adjourn the meeting, motion was seconded by Maddelyn Bryan. Roll call vote was taken: All- approved None- opposed.

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Regular Meeting:
April 8, 2022
10:30 am- 12-pm