



NorCal Continuum of Care™

HMIS/CEP Committee Meeting May 13, 2022

10:30 am – 12:00 pm
1450 Court St Ste. 109

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To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. Persons wishing to address the Board on agenda items or during public comment please sign up by emailing Shannon Goodwin at smgoodwin@co.shasta.ca.us. You may also submit your public comment via email that will be read into the record.

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 April 08, 2022 Meeting. (Attachment A)

4. Action

- I. Continuing State of Emergency Teleconferencing

5. Discussion

- I. Access Points (standing item)
- II. Service Providers (standing item)
- III. Housing Interventions (standing item)
- IV. Outreach Teams (standing item)
- V. Research Agreement (Attachment B)
- VI. Data Import (Grace Poor)
- VII. Removing ROI
- VIII. HMIS Lead Agency Monitoring

HMIS/CEP

Committee Members

Cathy Rahmeyer
County of Plumas,
Chair

Kintay Johnson
County of Del-Norte,
Vice-Chair

Vacant
County of Sierra

Maddelyn Bryan
County of Siskiyou

Grace Poor
County of Lassen

Carol Madison
County of Modoc

Michele Alexander
County of Shasta



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6. County Updates
7. Lead Agency Updates
8. Discussion Items for Next Meeting
9. Adjournment

Next Meeting

June 10, 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 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 stated it could be a member of the committee, a member of any participating agency, or a designee appointed by the HMIS -CEP committee. Shannon Goodwin offered to be the designated Security Officer if there were no other volunteers.

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 Karuk 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.



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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

Data Confidentiality/Security Agreement
Between the County of XXX, a Political Subdivision of the State of California and
O'Connell Research

O'Connell Research, Inc. agree to the following terms and conditions relating to the use of data obtained from XXX County (hereafter County) for purposes of conducting research to address the intersection of justice and behavioral health populations.

1. Data will be treated as private and confidential. Data will not be copied, reproduced or furnished, in any way, to sources outside XXX without prior written permission of the County. Data shall not be furnished to any other agency or individual unless permission is first received from the County and the third party executes a separate Data Confidentiality/Security Agreement with all parties.
2. Data containing, or which could lead to, the identification of specific research subjects is strictly confidential and shall not be disclosed in any manner.
3. Any and all reports produced utilizing data obtained under this agreement will reflect only summary level information based on analysis of the detailed data and shall not contain individual names or other identifying information of any study subjects, nor shall information be reported in such a manner as to allow for identification of individual study subjects.
4. Data shall only be used for research purposes that meet the objectives of the County.
5. All data provided to O'Connell Research shall be maintained securely. All data contained on disk, hard copy, etc, shall be maintained in a locked environment accessible only to the researchers and other parties that have signed the appropriate security agreements.
6. The transfer of data shall be by secure means. Data containing identifying information shall not be transmitted via email without being encrypted and password-protected. Secure transmission includes the mailing of data disks using companies such as Federal Express, which track shipments and requires proof of delivery.
7. All data located in computer files shall be password protected with access limited to the researcher or other parties that have signed appropriate security agreements.
8. All case-level data files provided to O'Connell Research and case-level sub-files created for analysis purposes will be permanently purged from O'Connell Research computers, back-up storage and transfer media upon conclusion of O'Connell Research 's involvement with XXX County six months after completion of our work together or at the request of XXX County.

Xxx, Position, XXX County

Date_____

Kevin O'Connell, President, O'Connell Research

Date_____

DRAFT