

**HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
FINANCE AND DATA COMMITTEE MEETING MINUTES**

Date

July 26, 2022

Time

10am-11:30am

Location

Zoom

Members Present

Bill Crewe

Carrie Collins

Jessica Thomas

Lauryn Searles

Mark Lamore

Shay Stewart

Sstoz Tes

Members Absent

Brandy Graham

Janna Nichols

Kate Swarthout

Kelly Underwood

Mimi Rodriguez

Riley Smith

Staff and Guests

Anne Robin

Brenda Mack

Devon McQuade

Elaine Archer

George Solis

Jim Gausling

Julien Powell
Kate
Laurel Weir
Russ Francis
Tim Siler

1. Call to Order and Introductions

Mark called the meeting to order at 10am and introductions were made.

2. Public Comment

Carrie reported that the County Department of Social Services (DSS) has provided funding to Transitional Food and Shelter (TFS) for three units to be reserved for Adult Protective Services (APS). The TFS program will continue with two units for families and three for APS, funded by DSS.

3. Consent: Approval of Minutes

Shay made a motion to approve the minutes, seconded by Carrie. The motion passed with all in favor, none opposed and no abstentions.

4. Action/Information/Discussion

4.1 Discussion Item: Strategic Plan Update

Laurel reported that the HSOC approved the Draft Strategic Plan at its full meeting last week. The Draft Plan will now be reviewed by the Board of Supervisors on August 9. Laurel clarified that HSOC and the Board of Supervisors would need to authorize any amendments in future. However, many of the items in the Plan are sufficiently broad that particular actions would not require amendments.

4.2 Discussion Item: Data Maturity Assessment Tool

George reported that the Finance and Data Committee and DSS staff set data goals last year.

The first goal was participation in the County's HMIS (Homeless Management Information System) for all agencies collecting and entering homeless services data. Currently, there are four projects without data in HMIS. In all cases, County staff are making progress in having the data entered. Staff are also working with agencies with upcoming projects, to ensure their data will be entered into HMIS. George clarified that it is important for data to be entered into HMIS as this is part of our

capacity reporting to HUD, so has an impact on the overall CoC (Continuum of Care) program competition score, and so on the funding available to services within the county.

The second goal was setting performance expectations. County staff have reviewed the data plan approved by the Committee. Staff recommends updating and reviewing documents annually.

4.3 Discussion Item: Homeless Management Information System (HMIS)

4.3.1. Discussion Item: System Administrators Monthly Call

George reported that the last HMIS System Administrators Call included discussion about upcoming quarterly reports, Supportive Services for Veteran Families (SSVF) monthly uploads which are due in August, and the upcoming HMIS data standards update (for which it is too early to give any information).

4.3.2. Discussion Item: Review San Luis Obispo County Continuum of Care Privacy Posted Notice

4.3.3. Discussion Item: Review San Luis Obispo County Continuum of Care HMIS End User Agreement

4.3.4 Discussion Item: Review San Luis Obispo County Continuum of Care HMIS Agency Participation Agreement

George reported that HUD (US Department of Housing and Urban Development) recommends that CoCs review their governing documents on an annual basis. Current and updated versions of the three documents under review were included in the agenda packet. Updates in the proposed versions were based on recommendations from HUD TA (Technical Assistance). County staff's intent was to solicit feedback at this meeting, make further changes based on recommendations, then return the documents to the Finance and Data Committee for approval.

George clarified that clients do not have to participate in HMIS to receive services, so services must still be provided if they refuse to allow their data to be shared.

However, HUD has clarified that consent is not needed to enter a client's data into HMIS, only to share the data – their data may be entered into HMIS as long as the Privacy Posted Notice is posted. To share a client's data, the client must agree to a Release of Information, which can be by signature or verbal confirmation.

The Committee discussed the proposed Privacy Posted Notice, and provided the following feedback:

- The section regarding the HMIS Release of Information (ROI) is confusing, as this notice should simply inform clients that data is collected. The ROI is a separate document where clients can agree or disagree to have their data shared.
- There has been confusion over whether the DSS 815 form or a HMIS-specific form should be used for ROI. Using multiple forms creates additional barriers for clients. A single form would be more helpful.
- The HMIS ROI form is not compliant with HIPAA (Health Insurance Portability and Accountability Act) and Title 42 of the CFR (Code of Federal Regulations). Documents should be reviewed by County Counsel to ensure this protection and compliance exists.
- Infographics are easier for clients to understand. Long statements can be a barrier for clients.

The Committee agreed that these documents will be sent to the agencies for discussion, then will return to the next meeting as a discussion item.

4.4 Discussion Item: California Housing Partnership: San Luis Obispo County Housing Need Report 2022

Russ reported that the Housing Need Report was included in the agenda packet, as an informational item. There may be data that is useful for agencies in making grant applications.

5. Future Discussion/Report Items

- Discussion Item: Review San Luis Obispo County Continuum of Care Privacy Posted Notice
- Discussion Item: Review San Luis Obispo County Continuum of Care HMIS End User Agreement
- Discussion Item: Review San Luis Obispo County Continuum of Care HMIS Agency Participation Agreement

6. Next Regular Meeting: August 23 at 10am

7. Adjournment

Mark adjourned the meeting at 11am.