

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

**Date**

June 27, 2023

**Time**

9:00-10:30 am

**Location**

Room 356, Dept of Social Services, 3433 S Higuera St., San Luis Obispo

**Members Present**

Carrie Collins  
Christy Nichols  
Kate Swarthout  
Lauryn Searles  
Mark Lamore  
Wendy Lewis (alternate for Mimi Rodriguez)

**Members Absent**

Brandy Graham  
Janna Nichols  
Jessica Thomas  
Kate Swarthout  
Shay Stewart

**Staff and Guests**

Deborah Erb  
Devon McQuade  
Erica Jaramillo  
Elaine Archer  
Kari Howell  
Kate Bourne  
Kristin Ventresca  
Laurel Weir  
Merlie Livermore  
Russ Francis  
Staci Dewitt

**1. Call to Order and Introductions**

Mark called the meeting to order at 9am. Introductions were made by those present at the meeting.

## **2. Public Comment**

Elaine Archer reported that some of HASLO's housing vouchers are being reclaimed by HUD (US Department of Housing and Urban Development). Elaine shared that she drafted a letter appealing the HUD's decision.

Wendy Lewis shared that ECHO has now housed 82 individuals this year.

Deborah Erb shared how she is very impressed by the collaboration and partnerships of the different teams involved in the Finance and Data committee.

## **3. Consent: Approval of Minutes**

Christy made a motion to approve the minutes. Carrie seconded. Minutes passed via voice vote.

## **4. Action/Information/Discussion**

### **4.1 Implementing Five-Year Plan Line of Effort 3 – Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight**

#### **4.1.1 Discussion Item: Homeless Management Information System (HMIS)**

##### **4.1.1.2 Discussion Item: HMIS System Administrators Monthly Call Report**

Kate shared a quick summary of what was shared during the monthly call. On July 12, there will be a NHSDC (National Human Services Data Consortium) Virtual Summer Institute that will cover topics related to HMIS and HUD standards. Kate also mentioned that the system admin call covered logistics and backend updates for the data standards updates that will be happening on October 1. An earlier update version released some minor wording corrections. HUD also previewed the system shells for the gender, race, and ethnicity changes. In addition, there were also some extended discussions on the Coordinated Entry data collection. HUD is pausing on the plans to make changes to the Coordinated Entry data collection elements for the data standard updates. Kate also shared that there were some data standard changes on rapid rehousing subtypes. Rapid rehousing projects will now be identified as either services only or rapid rehousing with or without services. Kate's team will be working with a vendor in partnership with agencies' staff to make the updates and have reclassifications mapped accurately before October 1.

##### **4.1.1.3 Discussion Item: Data Quality**

For data quality, Kate reported that high priority errors were looked at for the months of April and May. Special mention was made to Sstoz of CAPSLO for addressing their high priority errors quickly. The next set of errors to be addressed on going forward are the general errors. She also mentioned that a new tab was added for agencies that have overlapping data for the same clients. For help with issues regarding rectifying errors, agencies should reach out to the HMIS Help Desk first and if escalation is needed, Bell Data will be consulted. Kate also shared that for May reports, there were conflicting health insurance and non-cash benefits information errors. Lastly, she mentioned that Coordinated Entry error reports will be sent out to different agencies who participate in Coordinated Entry programs.

##### **4.1.1.4 Discussion Item: AB (Assembly Bill) 977 Office Hours Report**

Kari reported that the outreach to different agencies has been completed. AB 977 is requiring projects that were not previously entered into HMIS to now be entered into HMIS. This resulted in

one new agency being onboarded. The County is waiting for a couple of agencies to get back and provide more information by July 1<sup>st</sup> to meet compliance. She also mentioned there will be a State upload in August to determine data report progress.

**4.1.1.5 Discussion Item: HUD (US Department of Housing and Urban Development) Data Standards Update**

Kate reported that Bell Data will be hosting a training on Sept 12 at 10 am. A calendar appointment will be sent out. Kate also shared a summary of the whole data standards changes.

**4.1.2 Action Item: Recommend the HSOC Approve a Census (Complete Coverage) Approach for the Methodology for the 2024 Unsheltered Point-in-Time (PIT) Count**

Kristin asked for approval to do census complete count. Carrie moved the motion to be approved, Christy seconded. Roll was called. Motion passed.

**4.1.3 Discussion Item: Homeless Housing, Assistance and Prevention Program Round 3 (HHAP 3) Outcome Data**

Kristin referred to the table attached to the agenda packet (CA State Measures-Outcome Goals Compared for reporting period 07/01/2022-05/31/2023).

**4.2 Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources**

**4.2.1 Action Item: Vote to Recommend the HSOC Approve the Universal Grant Application Threshold Review and Scoring Rubric, to be Used by ad hoc Grant Review Committees as the Basis for Scoring All Grants for Which the HSOC Makes Funding Recommendations**

Laurel presented the revised documents to the Committee. The Committee requested clarification in the Data Management and Experience category, specific to “Project applicant’s data quality is at or above 90%” before recommending to HSOC for approval. The documents will be brought back to the next Committee meeting.

**4.2.2 Discussion Item: Housing and Homelessness Incentive Program (HHIP); Round 2 Funding and Application**

Christy from Cencal Health reported on available HHIP funding and the application requirements and process.

**5. Future Discussion/Report Items**

- Finance regarding HASLO losing vouchers
- Medicaid-people losing benefits
- Round table for case managers-housing navigators

**6. Next Regular Meeting**

July 25, 2023, at 9am

**7. Adjournment**

Mark adjourned the meeting at 10:23 am.