

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

Date

August 22, 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
Janna Nichols
Kate Swarthout
Lauryn Searles
Mark Lamore
Shay Stewart
Sstoz Tes

Members Absent

Brandy Graham
Jessica Thomas
Mimi Rodriguez

Staff and Guests

Abby Burgess
Erica Jaramillo
Jessica Jones
Kari Howell
Kate Bourne
Kristin Ventresca
Merlie Livermore
Russ Francis
Skylar Caldwell
Staci Dewitt

1. Call to Order and Introductions

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

2. Public Comment

Carrie Collins shared her team member Sonia is not currently stepping down from her position at the Medically Fragile Homeless Program. Sonia will stay on until a replacement for her is found.

Lauryn Searles reported that Coordinated Entry system has begun matching for the Paso Robles Homekey project. She mentioned that ECHO (El Camino Homeless Organization) staff have been very helpful and diligent in helping with this process.

3. Consent: Approval of Minutes

Shay Stewart moved the motion to approve the meeting minutes. Janna Nichols seconded the motion. Voice vote was taken. All were in favor, none opposed, no abstentions.

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)

4.1.1.1 Discussion Item: HMIS Software Implementation Update

Kristin Ventresca shared that contracts were approved by the Board of Supervisors in August. The Team is proceeding with Fit Focus as the software provider and ICA as service and technical assistance implementation provider. For the last week and a half since the contracts have been approved, several meetings have been held and continuing with the providers to show them what is in the Bell data system.

4.1.1.2 Discussion Item: HMIS System Administrators Monthly Call Report

Kari Howell reported that at the monthly call report, there is an update to Coordinated Entry participation status as part of the data standard being updated. There was talk about a mandatory date input if there is a Coordinated Entry participation. If there is no date, one can put in 10/1/2020 as the date to match the data standards. Most of the admin call was dedicated to utilizing the EVA tool for data cleanup in preparation for the Longitudinal System Analysis (LSA). Also, Kari shared that the HMIS support inbox is the best place to go if there are any questions regarding the system.

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

In preparation for the data standards update going into effect on October 1st, Kate Bourne reported that the BellData practice training site will go live in September. Prior to this event, there will be an agency admin round table on Thursday, August 24th at 2pm to discuss

different data standards changes. There will also be a Bell data training on September 12th at 10am. This BellData training will provide an opportunity to see the changes in user interface and see what the fields look like. After which, the users will have the opportunity to go into Bell data and practice in the training site. Site visits, aimed to discuss data standards changes and to talk about various HMIS projects going forward, will start next week.

4.1.2. Discussion Item: HMIS Governance Documents

As part of the preparation for the data standards update, the team did an initial revision to the older policies and procedures format to make it a little bit more readable and for it to align closely with the current data standards update. Kate Bourne asked the Committee to review and approve this format today and for presentation to the next Full HSOC meeting.

4.1.2.1 Action Item: Approve Updated Governance Documents

Janna Nichols moved the motion to approve the documents with the amendment that client informed consent forms are to be revisited and better defined. Carrie Collins seconded the motion. Updated governance was approved by roll call. Motion passed.

4.1.3 Discussion Item: PIT (Point in Time) Count Update

Kari Howell provided an update on the selection process of the vendor to help in the PIT count to be held in January 2024.

5. Future Discussion/Report Items

- Scoring rubric
- HHAP 5 update
- CalAIM funding metrics
- Written ROI policy and procedure

6. Next Regular Meeting

September 26, 2023, at 9am

7. Adjournment

Mark Lamore adjourned the meeting at 10:33am.