

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

**Date**

October 31, 2023

**Time**

9:03-9:30 am

**Location**

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

**Members Present**

Carrie Collins  
Christy Nichols  
Lauryn Searles  
Mark Lamore  
Sstoz Tes

**Members Absent**

Brandy Graham  
Janna Nichols  
Jessica Thomas (attended remotely)  
Kate Swarthout  
Mimi Rodriguez  
Shay Stewart

**Staff and Guests**

Ben Dore  
Deana Howard  
Devon McQuade  
Erica Jaramillo  
Kari Howell  
Kate Bourne  
Kristin Ventresca  
Laurel Weir  
Merlie Livermore  
Russ Francis  
Skylar Caldwell

**1. Call to Order and Introductions**

Mark Lamore called the meeting to order at 9:03am. Introductions were made by those present at the meeting.

## **2. Public Comment**

Christy Nichols shared that today is the last day to get data for HHIP (Housing and Homelessness Incentive Program) and she encouraged every agency to put every data into the HMIS.

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

Approval of minutes was tabled. Not enough members present for quorum.

## **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 Upgrade Activities Update**

Kate Bourne shared that the team is going through discovery meetings with agencies such as People's Self-Help Housing, The Medically Fragile Homeless Program, ECHO, TMHA and the 5Cities Homeless Coalition. In these meetings, the HMIS team along with ICA are going over each agency's intake process, their coordinated entry participation, services offered and agency goals and projects. She also mentioned that ICA is also working on configuring the migration site. The initial migration of the HUD required data elements will be done in early December.

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

Kate Bourne shared that the LSA (Longitudinal System Analysis) activities will be launched on November 13<sup>th</sup>. The HMIS admin team will upload the first batch of data and begin the process of addressing any flags and usability issues. On December 15<sup>th</sup>, there will be another upload to address any more warnings and notifications that have popped up. January 17<sup>th</sup> is the final submission date for the final LSA. Kate also reported that for the data standards update, HUD just updated the reporting glossaries that can be found on the HUD exchange. HUD is also releasing version 4 of their race and ethnicity analysis tool to match the changes in the data standards. Kate also encouraged every agency's representative to listen in during these monthly reports which happen every 3<sup>rd</sup> Wednesday from 10am-11:30am Eastern Standard Time.

##### **4.1.1.3 Discussion Item: HMIS Privacy Notice and Client Release of Information (ROI) documents**

Kate Bourne shared that this is a follow-up from the previous meeting. She shared that agencies could continue to collect their data and enter it into HMIS using their current intake processes. With the migration into the new HMIS vendor, these processes will be re-evaluated to implement a more uniform client consent process. The HMIS team is working with ICA to identify exactly which programs or project types will collect the ROI via written consent. Upon checking with the County Counsel, there will also be some limited use for verbal consent as deemed necessary. The 815 form of client ROI will still be accepted until the system is moved over to Bitfocus.

#### **4.1.2 Discussion Item: 2024 Unsheltered PIT (Point in Time) Count Update**

Kari Howell shared that January 23, 2024, is the confirmed date for the PIT count. The youth count and the adult unsheltered count will take place on the same day.

The county website for this event is now live thru [www.slocounty.org/pitcount](http://www.slocounty.org/pitcount), starting the public campaign for information and volunteer recruitment. Kari also confirmed that the county has

partnered with Thurmond Consulting Group for this project. There will be a presentation by Thurmond Consulting at the Full HSOC's meeting on November 15.

**5. Future Discussion/Report Items**

- How to promote the Finance & Data Committee to encourage attendance and participation from other case managers

**6. Next Regular Meeting**

November 28, 2023, at 9am

**7. Adjournment**

Mark Lamore adjourned the meeting at 9:30am