

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

**Date**

December 19, 2023

**Time**

9:06am-10:36am

**Location**

Room 356, Dept of Social Services, 3433 S Higuera St., San Luis Obispo, CA 93401

**Members Present**

Brandy Graham  
Carrie Collins  
Christy Nichols  
Lauryn Searles  
Mark Lamore  
Michael Azevedo (alternate for Janna Nichols)

**Members Absent**

Janna Nichols  
Jessica Thomas  
Kate Swarthout  
Mimi Rodriguez  
Sstoz Tes

**Other Attendees**

Abby Burgess  
Amy Wyatt  
Deborah Erb  
Donna Howard  
Erica Jaramillo  
Kate Bourne  
Kari Howell  
Laurel Weir  
Merlie Livermore  
Russ Francis  
Skylar Caldwell  
Staci Dewitt

## **1. Call to Order and Introductions**

Mark Lamore called the meeting to order at 9:06am.

## **2. Public Comment**

No public comments.

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

Lauryn Searles moved the motion to approve the minutes. Carrie Collins seconded the motion. Voice votes were taken, all were in favor. Minutes approved.

## **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 Homeless Management Information System (HMIS)**

Kate Bourne presented HMIS proposed Privacy documents. Abby Burgess presented HUD data and technical standards.

##### **4.1.1.1 Action Item: Approve the updated Homeless Management Information System (HMIS) Privacy Notice to go into effect with the County's implementation of Bitfocus Clarity Human Services HMIS in 2024.**

##### **4.1.1.2 Action Item: Approve the updated HMIS Data Quality Plan to go into effect with the implementation of Bitfocus Clarity Human Services HMIS in 2024**

##### **4.1.1.3 Action Item: Approve the updated HMIS Release of Information (ROI) document to go into effect with the implementation of Bitfocus Clarity Human Services HMIS in 2024**

Lauryn Searles moved the motion to approve the presented updated HMIS Privacy Notice, Data Quality Plan, and Release of Information. Michael Azevedo seconded. Votes taken via roll call and the motions passed.

##### **4.1.1.4 Discussion Item: HMIS Upgrade Activities Update**

Kate Bourne shared that they were able to get a formal signature on the acceptance of the data migration plan on December 14<sup>th</sup>. Now the team is waiting to hear from Bitfocus on the progress of the migration. Kate also shared that as part of this migration update, she will be doing a last-minute outreach to the agencies to verify licenses.

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

Kate Bourne reported that there were no updates from last month's call report. She also mentioned that the team is working on LSA (Longitudinal System Analysis) submissions.

#### **4.1.2. 2024 Unsheltered PIT (Point in Time) Count Update**

Kari Howell presented the 2024 PIT Count Survey draft. Besides the paper copy, the survey will also be available via a phone app. She mentioned that Thurman Consultants who are contracted by the SLO County to lead the PIT Count, ensured that the proposed survey is consistent with HUD requirements. In addition to the PIT Count Committee, the Homeless Services Division and Thurman Consultants, Kari mentioned that this survey has also been shared with self-identified people with lived experience to ensure accessible language and a client-centered approach. Kari also shared the clients will have an opportunity to receive an incentive even if they don't participate in the survey. The first training for volunteers will start January 9<sup>th</sup>.

##### **4.1.2.1 Action Item: Vote to approve the proposed Survey for the 2024 Homeless Point in Time Count of Unsheltered Persons**

Christy Nichols moved the motion to approve the survey with the amended suggestion from Brandy Graham to count those individuals as veterans even if they only served 1-day in training, not necessarily completing bootcamp. Carrie Collins seconded; roll was called. Motion passed.

#### **5. Future Discussion/Report Items**

- HMIS Policy & Procedures

#### **6. Next Regular Meeting**

January 9, 2024, at 9:00am

#### **7. Adjournment**

Mark Lamore adjourned the meeting at 10:36am.