

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

Date

January 9, 2024

Time

9:00am-10:21am

Location

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

Members Present

Brandy Graham
Carrie Collins
Christy Nichols
Janna Nichols
Jessica Thomas
Kate Swarthout
Kathy McClenathen
Lauryn Searles
Mark Lamore
Sstoz Tes

Members Absent

Mimi Rodriguez

Other Attendees

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

1. Call to Order and Introductions

Mark Lamore called the meeting to order at 9:06am. Introductions were made by those present at the meeting.

2. Public Comment

Janna Nichols gave an update regarding the Balay Ko on Barca shelter in South Grover Beach. She mentioned that the project is coming along, with the laundry, commissary and bathrooms areas scheduled to be constructed on Wednesday. They are looking forward to opening sometime next month. Janna also mentioned that they have found a permanent location for a South County warming shelter and are currently retrofitting the building. For now, they have a temporary warming shelter at St John's Lutheran Church in Arroyo Grande.

Christy Nichols reported that the final report for the HHIP (Housing and (Homelessness Incentive Program) was submitted on December 29th. Christy shared that that they've reached about 91 percent of the metrics, up from the last report of only 64 percent. The ninety one percent equals to about \$4.6 million, which will be awarded on April 1st.

Carrie Collins shared that they received about 2500 pairs of Bombas socks for distribution.

Mark Lamore was contacted by CMC (California Men's Colony) and said they have 3-4 boxes of hygiene products that they can provide for clients needing them.

Laurel Weir shared that the Office of Emergency Services now has an Instagram page featuring the County warming shelters.

3. Consent: Approval of Minutes

Janna Nichols moved the motion to approve the minutes. Carrie Collins seconded the motion. Voice votes were taken. Jessica Thomas and Kathy McClenathen both abstained. Minutes passed.

4. Action/Information/Discussion

4.1 Implementing Five-Yaar 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)

4.1.1.1 Discussion Item: HMIS Upgrade Activities Update

Kate Bourne shared that they are working on uploading HMIS data uploaded into the migration site, Bitfocus. ICA (Institute for Community Alliances) has been working through a lot of quality assurance issues, making sure things map correctly. Kate also mentioned ICA will be providing the staff with a final report tomorrow on what issues will need to be addressed prior to migrating to the live site. She also clarified that this is only the HUD data standards fields. ICA has just started on their analysis of the County custom fields which will be in the second batch of the migration. Kate also reported that they are continuing with their training plan for users in Bitfocus.

4.1.1.2 Action Item: Approve the updated HMIS Policy and Procedure document to go into effect with the implementation of Bitfocus Clarity Human Services in 2024

Kate Bourne referred to the attachment in the packet regarding the full update to the policies and procedures, which will not go into effect until Bitfocus goes live in March. She mentioned that among the changes made include the roles and responsibilities section, added clarification on what an agency administrator would do, added Privacy Notice and ROI, clarification on security requirements.

Janna Nichols moved the motion to approve. Christy Nichols seconded. Roll was called. SStoz Tes abstained. Motion passed.

4.1.1.3. Discussion Item: HMIS System Administrators Monthly Call Report

Kate Bourne reported that there was a webinar held on December 20th. The highlights of the webinar included the STELLA model being used to analyze performance data trends and standards. HUD also updated VASH (Veterans Affairs Supportive Housing) data importation tools.

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

Kari Howell reported that there are 225 signed up as volunteers, 165 of whom signed up for training for the PIT Count event. The first training today is at 3pm. She also shared that she has been working with the city officials regarding solidifying encampment mapping.

4.1.3. Discussion Item: Homeless Housing, Assistance and Prevention (HHAP) Round 5 Application

Laurel Weir reported that HHAP 5 application is due in March. As in prior applications, six performance measures will be asked and how the community will work toward improving outcomes in system performance measures. Laurel also presented via PowerPoint data using CA SPM Data Report (Calendar Year 2020-2022).

5. Future Discussion/Report Items

- PIT Count debrief
- Data migration update
- Revisit data for HHAP 5

6. Next Regular Meeting

February 27, 2024, at 9:00am

7. Adjournment

Mark Lamore adjourned the meeting at 10:21 am.