

**MEETING MINUTES**  
**HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE**  
**Of**  
**BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE**  
**August 10, 2020, at 1pm-3pm**  
**Zoom Meeting**

<https://us02web.zoom.us/j/89133609381?pwd=d3NxV01RTXVGbHZkSzk5YVRod1JlZz09>

**COMMITTEE MEMBERS PRESENT:**

Tracy Stogsdill, 2-1-1  
Lorilyn Manwarren, Ampla  
Christy Taylan, Caminar  
Stephan Spirk, Community Action Agency  
Staci Parisi, DESS Housing & Homeless  
Angie Little, Housing Authority  
Keesha Hills, (OSCIA)  
Reyes Barboza, Safe Space  
Joy Amaro, True North  
Nancy Jorth, Youth for Change  
Debbie Villasenor, Housing Consultant

**OTHER ATTENDEES:**

Penny Mittag, DESS  
Briana Harvey-Butterfield, DESS Housing & Homeless  
Elisa Rawlinson, DESS Housing & Homeless  
Carolina Cruz, Catalyst  
Rachel DeLeon, DESS  
Jennifer Zellers, Nations Finest  
Eliza Dyer, Catalyst  
Joe Rogers, Jesus Center  
Dawn Napier, Veterans Administration  
Sarah Frohock, Behavioral Health  
Nick Fashing, DESS – Adult Services  
Jill Anchordoguy, DESS  
Tara Sullivan-Hames, 2-1-1

**COMMITTEE MEMBERS NOT PRESENT:**

Shelly Watson, Jesus Center  
Trisha Ott, Butte County Behavioral Health  
Annie Terry, Oroville Rescue Mission  
Sarah Sweaney, Nation's Finest

**RECORDING SECRETARY:**

Elisa Rawlinson DESS Housing & Homeless

**Welcome/Agency Updates:** S. Parisi opened the meeting at 1:03 p.m. Roll call taken. S. Parisi asked for Agency updates.

It was announce that requests for new HMIS users, new password requests, and HMIS/CES training requests would need to come from an agency CHO to Staci Parisi.

Updates to the Continuum of Care (CoC) website were shared:

- A link to the Clarity log on was added.
- The HMIS Policy and Procedure was updated and added.
- The CE Policy and Procedure was updated and added.
- A new form entitled "Clarity New Agency Request Form" was added to the website.

- This form is to be used by any agency who does not currently have HMIS access and would like to become a participating agency.
- A new form entitled “Clarity New Program Form” was added to the website.
  - The form is to be used by a participating HMIS agency who wishes to add a new program into HMIS.
  - There was a request by the committee to add a drop down box to this form and to add the geo-cods published by HUD. It was agreed this would be added and the updated form would be added to the website.

It was announced the Veterans Resource Center has changed their name to Nations Finest. They have not changed their services or location, only their name.

True North announced they have entered a partnership with Chico State for a new Rapid Rehousing program for Chico State Students. This program will be run through the Chico State Pantry, students will be referred to True North and will get rental assistance from True North. They placed their first student in housing last week. True North will enter students into HMIS and CES. The funding is coming from the State and is for a “college focused Rapid Rehousing program”.

- The question was put forth if these students would go on the CE list. If students are ‘sofa surfing’ they are not, per HUD, considered homeless and will likely not qualify to be on the CES list. The question was posed “Does this program have a different definition of homeless?” Joy Amaro stated she would send the program’s definitions to the Housing and Homeless team. The discussion was then tabled for a later date, pending review of the definitions to be provided.

Butte 2-1-1 informed the committee, in July 2020 they completed 150 total CES enrollments and 160 Assessments.

**Approval of Minutes:** No corrections noted to the minutes of the July 15, 2020, HMIS/CES Committee meeting.

**Motion to approve with corrections:** Debbie Villasenor  
**Seconded by:** Nancy Jorth

Minutes for the HMIS Committee Meeting on July 15, 2020, were approved by consensus.

**Approval of Amendment 1 to CE Policy and Procedure:** The Amendment temporarily prioritizes those clients in Project Roomkey for CE housing in order to move them from the hotels/Non-congregate shelter, into transitional and/or permanent housing until the public health crisis is over. The prioritization is as follows:

- 1) Those in Non-congregate shelter who are FEMA authorized participants.
- 2) Persons who were eligible for Project Roomkey but were not placed due to limited space.
- 3) Regular CE clients.

A 'by name list' was created by the COVID Rapid-Rehousing Team (CRT) in order for assessment of housing readiness and to coordinate housing for those currently in Project Roomkey.

The question was posed, who can/will declare the public health crisis is over? Would it be Local, State or Federal Health officials? It was determined any could declare the crisis over, the verbiage was purposefully vague in order to allow for any health official to declare the crisis over. The amendment and verbiage was in a guideline from the Federal and State governments.

The only change to the Amendment was to add (after the section mentioning 290 registrants) "Subject to agency funding requirements".

Question: "Calls are coming into 2-1-1 from former CDCR inmates asking if they qualify for Roomkey, stating they didn't know if they had been tested for COVID prior to being released. Does anyone know if they are being tested, and do they qualify for Project Roomkey?"

Answer: CDCR is testing inmates prior to their release from prison. If clients are COVID+ or COVID exposed they are entering into Project Hope, or CDCR, Public Health and Probation are coordinating with the DESS HHOME team to place clients in Project Roomkey. If a prior CDCR inmate is released to the street or to a family member's home they were not COVID+/COVID exposed and do not qualify for Project Roomkey.

Question: "People who are testing at Ampla and waiting for their COVID results are asking for hotel vouchers so they have someplace to stay while waiting for their results. Is this something that is available through Project Roomkey?"

Answer: At this time the only hotel rooms that are being provided are for those clients who test COVID+ or are COVID exposed and referred to Care & Shelter by Public Health and/or the local hospitals. They are provided a hotel room and meals only through their isolation or quarantine period.

A poll was taken of the HMIS/CES committee members present asking if they approve the amendment, members were reminded the committee operates under "The Roberts Rules of Order", majority will carry the vote.

- 81% voted in favor of the Amendment
- 0% voted against the Amendment
- 14% abstained from voting; abstention reasons were the members agencies do not use HMIS/CE

The vote passed and the Amendment will be sent to the CoC with the aforementioned addition.

**Homeless Data Integration System (HDIS):** Phase 1 is compiling data from all 44 CoCs in the State of California. The purpose is to provide the state with more information, which in turn will allow the state to make more 'data informed' decisions regarding funding and programs.

The RFP has been released and the State is looking for a company/vendor to build the software. They are hoping to have this portion of the process completed by the Fall.

At this time each CoC is using their own system and only providing augmented data to the State.

**VI-SPDAT Version 3.0:** The committee was reminded the new version of the VI-SPDAT has new questions added that assist with identifying barriers to housing, the new questions do not change the scoring.

BitFocus is in the process of adding version 3.0 to Clarity, and it will be ready in a couple of months until it 'goes live'. The CoC does not have to use the updated version, but it will be there if the CoC decides to use it.

If VI-SPDAT training is needed by any participating HMIS agency, it will be provided by Elisa Rawlinson, Housing Navigator.

**Public Notice/Privacy Notice:** Per HUD CoCs do not have to get a signed consent form from clients. The onus to keep data private and secure should not be on the client but on the participating agencies. As this subject has been discussed before a poll will be taken of the HMIS/CE committee members to determine "Should the Public Notice and Privacy Notice be brought to the entire CoC membership in September to move forward with the Public Notice and eliminate the client acknowledgement form?"

- 90% voted "yes"
- 0% voted "no"
- 10% abstained from voting; abstention reasons were the members agencies do not use HMIS/CE

The vote passed and the Public Notice/Privacy Notice will be sent to the CoC membership.

**Announcements/Comments:** It was announced that there is a difference between committee membership and participant.

- Membership in the committee is limited to CHOs and staff representing the agency. If the CHO cannot attend an alternate can be designated. However, the alternate needs to be determined and the CHO must inform Staci Parisi.
- The CHO will be the voting member of the committee, all others in an agency who attend meetings are participants.

- Staci Parisi will make a preliminary list and present the list at the next meeting.

Catalyst announced they have an opening in their transitional housing facility, it is a 2bd 1ba and will accept a family with children.

***Next Meeting - Monday, September 14, 2020 at 1:00-3:00 P.M. with virtual Office Hours from 3:00-5:00pm***

**ADJOURN - 2:28 PM**