



## Butte Countywide Homeless Continuum of Care

### **BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE**

### **HMIS/CES COMBINED COMMITTEE MEETING MINUTES**

**MONDAY, December 6th, 2021 at 1pm-3pm**

**Zoom Meeting**

**COMMITTEE MEMBERS PRESENT:**

Debbie Villasenor, Housing Consultant  
Elisa Rawlinson, DESS Housing & Homeless  
Christy Taylan, Caminar  
Shelly Watson, Jesus Center  
Carolina Cruz, Catalyst  
Nancy Jorth, Youth For Change  
Stefan Spirk, CAA  
Amanda Gaylord, CHAT

**OTHER ATTENDEES:**

Isabel Alainz-Alvarado, DESS Housing & Homeless  
Renee Devol, DESS APS  
Kayla Davis, DESS Housing & Homeless  
Melissa Jamison, United Way Northern California  
Kyle Prieto, DESS Housing & Homeless  
Wendy Lo, DESS Housing & Homeless  
Nick Fashing, DESS Adult Services  
Lorena Reed, BCDBH  
Pahua Thao, DESS Housing & Homeless  
Sarah Frohock, BCDBH  
Shelly Storkan, BCDBH  
Jaymee McLaughlin, CUSD, Homeless and Foster  
Liasion TOSA  
Rachel DeLeon, DESS Eligibility  
Susan Wilson, Safe Space  
Erin Murray, DESS Housing & Homeless  
Jennifer Zellers, Nations Finest  
Josiah Vasey, Butte-Glenn 211  
Briana Harvey-Butterfield, DESS Housing & Homeless  
Michael Wright, DESS Housing & Homeless  
Robin Gerfen-Bell, True North Housing Alliance

Angie Little, Housing Authority – Butte County

**COMMITTEE MEMBERS NOT PRESENT:**

Keesha Hills, OSCIA  
Trishalana Ott, BCDBH  
Joaquin Jordan, True North Housing Alliance  
Annie Terry, Oroville Rescue Mission  
Sara Sweaney, Nation's Finest  
Masaki Hirayama, Veteran's Administration  
Lauren Kohler, Safe Space  
Tracy Stogsdill Gillihan, 2-1-1 Help Central

**RECORDING SECRETARY:**

Kyle Prieto

## **ORDER OF BUSINESS:**

- 1. CALL TO ORDER:** The meeting was called to order by Chair Elisa Rawlinson at 1:04 P.M. Roll call taken.
- 2. APPROVAL OF MINUTES - ACTION:** The minutes for the HMIS/CES Committee Meetings for October 11<sup>th</sup>, 2021, were approved with no corrections.

**Motion to approve: Angie Little, HACB**  
**Seconded: Nancy Jorth, Youth for Change**

- 3. AGENCY UPDATES:** Susan Wilson with Safe Space announced a shelter opening on 12/19/2021, the location will be rotating through local churches and the schedule will be sent out in an e-mail. Nancy Jorth with Youth for Change promoted the 6<sup>th</sup> Street and Heart programs for having a successful ‘Youth Runaway Awareness’ month of November. Nick Fashing with DESS Adult Services reported that they have received their award amount for the ‘Home Safe’ program, which is \$629,264. Carolina Cruz with CATALYST gave an ongoing reminder that they are still accepting applications for their transitional housing available home. Debbie Villasenor announced she is currently working on a ‘No Place like Home’ funding application for BCBH, using round four funding, on a project in the Chico area. Stefan Spirk with CAA stated that they are still celebrating the 30<sup>th</sup> anniversary of the Esplanade House and there are openings in both their transitional and permanent housing projects. CAA is also partnering with Chico State’s Center for Healthy Communities to develop a new food rescue program, which rescues food and delivers it to True North.
- 4. Updates:** A) Emergency Housing Vouchers. Angie Little, HACB reported 116 available vouchers, 115 referrals of which 8 are still pending awaiting supporting documents. There are 49 vouchers under the HHAP contract and the rest are pending. Elisa Rawlinson added that our Housing Authority of the County of Butte is ranked 5<sup>th</sup> in the state for issuance and usage of these housing vouchers. Jaymee McLaughlin with CSUC reported that they have received a grant to create a program for college students, utilizing emergency housing vouchers and requested to coordinate with any member for ideas on how best to structure the new program. B) Distribution list for all HMIS End Users. Elisa and the team have been working on, there are currently 106 HMIS End Users throughout Butte County and the goal is to keep all users informed of updates to the HMIS system. A distribution list has been created to keep all HMIS users informed of any and all updates/changes to the system. C) Ongoing open office hours (starting December 15<sup>th</sup>, 2022) that are going to be occurring every two weeks in addition to the CHO office hours. Any End User can attend these meetings via Zoom. The purpose of these new open office hours is for making sure that any participating agencies user have any questions, suggestions or need more training they can address it.

5. **New Program Request Form:** Elisa Rawlinson presented the newly updated program request form. There have been a few additional sections and questions as well as some pre-populated answers on the existing form. This newly updated form has been uploaded to the Butte CoC website and able to be downloaded. She requested that any new program requests utilize this form. She also reminded the committee that when a client has changes their funding source the agency must inform the HMIS team ahead of time due to them having to end the existing program and build a new program in the system for the client.
  
6. **HMIS/CES Training/Office Hours:** A) Group versus Individual Programs. Elisa first explained the difference of these two. A program type that states 'Individual' is defined as that client is the only member in their household that is enrolled in that program. If the type shows as 'Group' that means that more than one member within that household is enrolled in that program together. Depending on what the client/household is enrolling in with determine if they are enrolled as an individual program type or a group. Elisa gave a step-by step process presentation on how agencies can enroll their clients into a group program. B) Adding members to Individual Programs. A tutorial was given on how to enroll an individual client into a program, keep in mind that other household members may be added to the enrolled program later as long as they were connected to the individual prior to the enrollment into the program, with few exceptions. For any agency users that would like more training on this, they are encouraged to participate in the open office hours beginning on Dec. 15<sup>th</sup>, 2022.
  
7. **Longitudinal Systems Analysis (LSA):** A) Monthly Checks. Elisa began by stating that HUD will be providing the initial LSA upload on 12/06/2021. All correction must be made and submitted to HUD no later than mid-February 2022, if corrections are needed the agency will be notified. Elisa then spoke about new LSA features within HMIS including dashboards for data cleanup to assist with LSA preparation, she showed how they may be accessed. These new tools will be incredibly helpful for agencies and her team to be able to easily locate and correct errors in client information. Reports for data clean-up will start being ran once a month beginning after the LSA has been concluded. More information was given on how to locate and correct errors as they become known from HUD.

**8. Additions to CES Enrollment Page (VASH Eligibility):** Elisa showed the committee some new addition to the enrollment page that now includes a new question regarding VASH eligibility. A Housing Navigator will be asking the clients at the time of enrollment into the Coordinated Entry list this new eligibility question. Due to recent changes to the VASH program now more clients are found to be eligible for the program than were before.

**9. Priority Points and Community Queues:** There is a need to review priority points so there will be community queue meetings coming up in February 2022. Once the community queues meetings begin the Coordinated Entry list as a whole will remain intact, but the community queues it will create sub-sections within the system. This will allow agencies to better organize clients within the system based of the group or type of category they may fit into. Elisa showed a spread sheet that showed clients that had been pulled from the Coordinated Entry list and began explaining the challenges in regard to priority points and VI-SPDAT scores. The ranking of clients on the CE list is based on the VI-SPDAT score, however, if the priority points given are higher that client will be placed in more priority than a client with a high VI-SPDAT score which is potentially problematic and inequitable. Elisa believes that a re-evaluation of the priority points system is needed to further ensure that all clients are being appropriately assessed and ranked in the CE list. It was also requested of the committee to review the HMIS/CES policies and procedures regarding the appropriate VI-SPDAT scoring points given to clients at the time of their assessment. There are currently 4 sub-populations that should be receiving priority points and how many, as specified in the policies and procedures, they are as follows: Chronically Homeless- 25 points, At-Risk of Chronically Homeless- 23, Homeless Households with Children- 20 and Unaccompanied Homeless Youth- 20. After a review and discussion occurs within this committee it may be found that a revision of the priority points system is needed to ensure equitable allocation of points to clients. It is understood that this will be a continuing conversation for the committee in the future.

**10. NEXT MEETING: January 3<sup>rd</sup>, 2022 from 1:00-3:00 via Zoom**

**11. ADJOURNMENT:** The meeting was adjourned at **2:45 P.M.**