



## Butte Countywide Homeless Continuum of Care

### **BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE HMIS/CES COMBINED COMMITTEE MEETING MINUTES**

**MONDAY March 11, 2024 at 1pm-3pm  
Zoom Meeting**

**COMMITTEE MEMBERS PRESENT:**

Debbie Villasenor, Housing Consultant  
Shelly Watson, Jesus Center  
Stephan Spirk, CAA  
Cathryn Carkhuff, Home and Heart  
Karen Ramirez, True North Housing  
Yesenia Gallegos, CHAT  
Elisa Rawlinson, DESS HHome  
Rayna Bryson, DESS  
Lisa Torres, OSCIA  
Kim Decker, Nation's Finest  
Lynann Pilley, Oroville Rescue Mission  
Sarah Frohock, BCDBH  
Jaymee McLaughlin, CUSD

**OTHER ATTENDEES:**

Javi Pineda, HACB  
Kaitlin Sherrill, DESS HHome  
Isabel Alaniz, DESS HHome  
Gabrielle Beck, DESS HHome  
Lorena Reed, BCDBH  
Hilary Crosby, Safe Space  
Eddie Abarca, Ampla MMU

**COMMITTEE MEMBERS NOT PRESENT:**

Nick Fashing, DESS APS  
Rocio Nakae, BCDBH  
Tracey Gilliam, Butte/Glenn 211  
Nancy Jorth, Youth For Change  
Cynthia Pesheck, Ampla  
Sara Sweaney, Nation's Finest  
Meagan Smith, Northern Circle IHA  
Kristopher Kuntz, Anthem  
Codie McCormack, Caminar  
Susan Wilson, Safe Space  
Ann Winters, Catalyst  
Trish Pittman, Health Net  
Carolina Cruz, Catalyst  
Rachel DeLeon, DESS  
Cecily Kishbaugh, VECTORS  
Keesha Hills, OSCIA  
Maisue Thao, Butte College  
Angie Little, Housing Authority – Butte County  
Ann Winters, Catalyst  
Daniel Celis, Butte College  
Tony Shafer, VECTORS  
Yoseb Afsharzadeh, BCDBH

**Recording Secretary: Lisa Angle**

## **1. CALL TO ORDER:**

Meeting called to order by Elisa Rawlinson, Chairperson at 1:01pm.

## **2. APPROVAL OF MINUTES - ACTION:**

- a. HMIS/CES Committee Meeting, March 11, 2024

**Motion** - approve meeting minutes for March 11, 2024 with the corrections to the spelling of Yesenia Gallegos, Cathryn Carkhuff and Lynann Pilley's name on the agenda and the 2/5/24 HMIS meeting minutes.

Motion: Karen Ramirez

Second: Lisa Torres

Opposed: None

Abstain: Debbie Villasenor and Stephen Spirk

## **3. UPDATE ON THE SYSTEM PERFORMANCE MEASURES (SPM)**

Elisa Rawlinson, Chairperson stated the System Performance Measures (SPM) is an annual report sent to HUD. The 2024 System Performance Measures (SPM) was completed in a new system and sent to HUD on February 14, 2024. Elisa Rawlinson, Chairperson stated there were no errors for the 2024 System Performance Measures (SPM).

## **4. TRAINING**

- a. **Drag and Drop in HMIS**

- b. **Sorting Services**

Elisa Rawlinson, Chairperson reviewed and explained how to use the drag and drop function in HMIS.

Elisa Rawlinson, Chairperson reviewed and explained the functionality of the attendance module in HMIS and how it tracks services provided to clients.

## **5. COORDINATED ENTRY POLICY AND PROCEDURES: PAGES 1-12 DISCUSSION**

Elisa Rawlinson, Chairperson stated the Coordinated Entry Policies and Procedures are in need of an update. The Coordinated Entry Policies and Procedures were first adopted in 2016, updated in 2018 and amended 2020.

The Coordinated Entry Policy and Procedures were broken out into sections to review. The first 12 pages of the Coordinated Entry Policy and Procedures were discussed. There were several areas in the Coordinated Entry Policies and Procedures identified needing updates, corrections or additions along with a lot of grammar errors.

Elisa Rawlinson, Chairperson requested everyone to read all of the Coordinated Entry Policies and Procedures before next meeting. Each CHO will receive at least 2-3 pages of the Coordinated Entry Policies and Procedures to review for revisions.

Elisa Rawlinson, Chairperson stated she has completed some minor updates in the marketing plan section of the Coordinated Entry Policies and Procedures.

Identified next steps:

1. Update the Coordinated Entry Policies and Procedures along with the Marketing Plan section to include comprehensive information on marketing, fair housing and reasonable accommodations and the ranking system.
2. Consider revising the language and content of document to make it more accessible and easier to understand.
3. Remove the amendment related to COVID – 19 from the Coordinated Entry Policies and Procedures.

It is hopeful to have the Coordinated Entry Policies and Procedures updated and approved at the May HMIS meeting and submitted to the May CoC all member meeting for approval. If needed an extra special HMIS committee meeting can be scheduled.

Discussion held on the Coordinated Entry Policies and Procedures

## **6. ANNOUNCEMENTS:**

Hilary Crosby, Safe Space announced the Winter Shelter has ended. Safe Space has confirmed new office space for now for Case Managers.

Gabrielle Beck, HHome stated case management at Propect View has started and case management is being provided by Northern Valley Catholic Social Services. Prospect View is 100% occupancy.

Elisa Rawlinson, Chairperson shared and reviewed the new feature in the HMIS which allows for multiple option questions and how it aims to improve data collection regarding Veteran's in households.

## **7. NEXT MEETING:**

Monday April 8, 2024 1:00pm – 3:00pm.

## **8. ADJOURN:**

Meeting adjourned at 2:14pm.