



Butte Countywide Homeless Continuum of Care

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

**MONDAY April 24, 2023 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Debbie Villasenor, Housing Consultant
Elisa Rawlinson, DESS Housing & Homeless
Tracy Gillihan, 2-1-1 Help Central
Shelly Watson, Jesus Center
Angie Little, Housing Authority – Butte County
Nancy Jorth, Youth For Change
Shelly Watson, Jesus Center
Meagan Smith, Northern Circle IHA
Karen Ramirez, True North Housing

COMMITTEE MEMBERS NOT PRESENT:

Stephan Spirk, CAA
Amanda Gaylord, CHAT
Keesha Hills, OSCIA
Trishalana Ott, BCDBH
Annie Terry, Oroville Rescue Mission
Sara Sweaney, Nation's Finest
Masaki Hirayama, Veteran's Administration
Joaquin Jordan, True North Housing Alliance
Cecily Kishbaugh, VECTORS
Rachel DeLeon, DESS
Lynann Pillay, Oroville Rescue Mission
Kristopher Kuntz, Blue Cross
Jaymee McLaughlin, CUSD
Rick Jackson, BCDBH
Carolina Cruz, Catalyst
Trish Pittman, Health Net
Cathryn Carhuf, Home and Heart
Cynthia Pesheck, Ampla
Yesenia Gallgos, CHAT
Susan Wilson, Safe Space
Codie McCormack, Caminar

OTHER ATTENDEES:

Annie Terry, Oroville Rescue Mission
Sarah Frohock, BCDBH
Samantha Raschka, BCDBH
Pahua Thao, DESS HHOME
Erin Murray, DESS HHOME
Lorena Reed, BCDBH
Shelly Storkan, BCDBH
Troy McClanahan, DESS HHOME
Isabel Alaniz, DESS HHOME
Kaitlin Sherrill, DESS HHOME
Hilary Crosby, Safe Space

Recording Secretary: Lisa Angle, DESS HHOME

ORDER OF BUSINESS:

1. CALL TO ORDER: The meeting was called to order by Chairperson Elisa Rawlinson at 1:03pm. Roll call taken

2. INTRODUCTIONS/AGENCY UPDATES:

Introductions were made by everyone in attendance.

The following updates were given:

*Nick Fashing, DESS APS announced 2 new Social Workers were hired for the Home Safe Program.

*Angie Little, HABC announced there are 2 waiting lists currently open for project based vouchers. One for Senior Sunrise in Gridley for 62 plus and the other one is Creekside for 62 plus. Next month a waiting list will be opened for Prospect View in Oroville which is a Homeless Referral Property and will be done through the Coordinated Entry Process. Information will be given at a later date.

*Hilary Crosby, Safe Space announced opened up a new office last week and it will house Case Management Staff which is funded through HHAP and HHIP. The staff is mainly street outreach and office hours are by appointment only due to staff being out in the field doing street outreach.

*Shelly Watson, Jesus Center announced the Pallet Shelter has reached its 1 year anniversary with a 1 year celebration scheduled for May.

* **Javier ??** HABC, announced there is a waiting list open for project based vouchers and anyone interested can go online and check it out.

*Elisa Rawlinson announced starting today Lisa Angle, Senior Administrative Assistant will be transcribing minutes for the meetings. Clarification on the agenda the next meeting is May 8, 2023.

3. PIT AND HIC UPDATES:

Elisa Rawlinson, Chairperson announced the PIT and HIC have been uploaded to the HUD website and has been submitted. The hope is to have information available for the May CoC meeting.

4. TRAINING:

a. Enrolling in Programs (Group versus Individuals)

i. Adding an Individual to a Program

Elisa Rawlinson, Chairperson states the training today will be on how to enroll an individual versus how to enroll a household into a program in HMIS. Elisa provided a step by step demonstration using the HMIS training site on how to enroll an individual into already enrolled household in the program. This included adding a newborn and adding a child who

is moving back into the household. Elisa stated on the live site it may take up to 24 hours to see the baby/child added to the household.

5. BACKGROUND CHECK POLICY UPDATE– ACTION:

Elisa Rawlinson, Chairperson reviewed a Proposed HMIS User Background Check Requirements Policy with the Committee. A discussion was held on the policy, the cost of a background check on employees and the importance of a background checks being obtained by individuals who are accessing the HMIS system for the safety of the individuals that are served by the HMIS System. The policy states - no prospective end user or CHO HMIS Admin will be given HMIS access if he, she or they have entered a plea of nolo contendere (no contest) or has been found guilty of any misdemeanor or felony fraud (including but not limited to identify theft), stalking, human trafficking or any related crimes – Elisa further states if someone has been found to have committed such offenses should be precluded from accessing the HMIS system.

The policy was updated with the following:

*A background check may be conducted only once for each person unless otherwise required, and the results of the background check must be retained in the employee’s personnel file *through the term of their employment*.

*Background checks must be run *in accordance with State Law*.

*Background checks that come back with a criminal history should be carefully considered prior to giving an employee access to client information, if a *HMIS participating agency* is unsure if a prospective HMIS End User’s criminal history.

* The “Background Check Review and Verification Statement” must be signed by the Agency’s Director, *the CHO HMIS Administrator* or the Head of the HR Department.

- a. **Motion** – to approve the HMIS User Background Check Requirements Policy with changes with effective date of 4/24/23.

Motion: Karen Ramirez

Second: Meagan Smith

Opposed: None

Abstained: None

6. END USER AGREEMENT UPDATE – ACTION:

Elisa Rawlinson, Chairperson states the End User Agreement has not been updated since 2017. The proposed updated End User Agreement was reviewed with the committee with Elisa going through each statement with the committee. No changes were made to the end user agreement. The End User agreement is in the HMIS system and the training site so all new users will need to agree and sign when they are in the training site and enter into the HMIS live site.

b. **Motion** – to approve the End User Agreement as updated.

Motion: Hilary Crosby

Second: Meagan Smith

Opposed: None

Abstained: None

7. **CASE MANAGEMENT TEMPLATES – DISCUSSION**

Elisa Rawlinson, Chairperson states there are new users/agencies entering the HMIS system and have different processes on how to enter notes into the HMIS system. It would be important to have a possible standard process for entering notes into the HMIS system. Elisa provided a Best Practices handout on writing notes listing some potential guidelines for entering notes into the HMIS system. The handout included samples of notes. Elisa asks the committee to read the handout and if possible come up with some suggestions for templates for entering notes into HMIS. Email your suggestions to HMIShelp and they will be included in the next meeting packet.

8. **ADJOURNMENT:** The meeting was adjourned at 2:57pm.