



Butte Countywide Homeless Continuum of Care

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

**MONDAY August 14, 2023 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Tracey Gilliam, Butte/Glenn 211
Shelly Watson, Jesus Center
Keesha Hills, OSCIA
Jaymee McLaughlin, CUSD
Debbie Villasenor, Housing Consultant
Stephan Spirk, CAA
Elisa Rawlinson, DESS HHome
Rayna Bryson, DESS
Nick Fashing, DESS APS
Carolina Cruz, Catalyst
Angie Little, Housing Authority – Butte County
Maisue Thao, Butte College

COMMITTEE MEMBERS NOT PRESENT:

Meagan Smith, Northern Circle IHA
Sara Sweaney, Nation's Finest
Rocio Nakae, BCDBH
Lynann Pilley, Oroville Rescue Mission
Sarah Frohock, BCDBH
Cynthia Pesheck, Ampla
Cathryn Carkhuff, Home and Heart
Karen Ramirez, True North Housing
Kristopher Kuntz, Anthem
Codie McCormack, Caminar
Susan Wilson, Safe Space
Nancy Jorth, Youth For Change
Trish Pittman, Health Net
Yesenia Gallegos, CHAT
Rachel DeLeon, DESS
Cecily Kishbaugh, VECTORS

OTHER ATTENDEES:

Javi Pineda, HACB
Shelly Storkan, BCDBH
Isabel Alaniz, DESS HHome
Troy McClanahan, DESS HHome
Lorena Reed, BCDBH
Erin Spasbo, DESS HHome
Wendy Lo, DESS HHome
Briana Harvey-Butterfield, DESS HHome
Samantha Raschka, Ampla
Erin Murray, DESS HHome
Pahua Thao, DESS HHome
Dee Price, DESS HHome
Kenny Huenink, DESS HHome

Recording Secretary: Lisa Angle

1. CALL TO ORDER:

Meeting called to order by Elisa Rawlinson, Chairperson at 1:03pm.

2. APPROVAL OF MINUTES - ACTION:

- a. HMIS/CES Committee Meeting, July 10, 2023

Motion - approve meeting minutes for July 10, 2023 as presented.

Motion: Angie Little

Second: Tracey Gillhan

Opposed: None

Abstained: None

3. INTRODUCTIONS/AGENCY UPDATES:

Introductions made by everyone in attendance.

The following updates were provided:

- Elisa Rawlinson announced two new housing navigators Dee Price and Erin Spasbo and announced Kenny Huenink the new HH analyst. Elisa Rawlinson announced Jayme MacLaughlin from Chico Unified as a new participant to the HMIS/CES Committee and will be an HMIS user.
- Tracy Gillihan announced the Butte/Glenn 211 are now available to schedule appointments to enter clients into CE on Sundays.
- Jaymee MacLaughlin, CUSD announced a back to school drive on August 17, 2023 from 10-2. The student can get a back pack and update their student data.
- Angie Little, HACB announced working on project based vouchers properties for Creekside Place for Seniors in Chico, finishing up North Creek phase 1 and Sunrise Village for Seniors in Gridley. Prospect View is referral only through CE and the leasing process has started. North Creek phase 2 waiting list is opening up on 8/21/23 and this has 13 project based vouchers. Other projects 1297 Park begins the first of the year and a couple of Orland properties coming on at the end of the year.
- Shelly Watson, Jesus Center renewal center opening up in 2-3 weeks.
- Erin Murray, DESS announced Pahua Thao has accepted a position as an HH analyst starting in September.
- Javi Pineda, HACB announced the Housing Authority is in the last month and a half to give out Emergency Housing Voucher Program and are 6 people away of fully utilizing the program funds.
- Carolina Cruz, Catalyst announced currently hiring for an Advocate at the Haven Shelter and it is a 36 hour a week position. The announcement will be on the Catalyst website and will be advertised on social media.
- Shelly Storkan, BCDBH announced 15 No Place Like Home Units are available at Prospect View, names are being pulled off CE and direct referrals are being used for those units. If anyone is working with any clients with Mental Health Issues please refer.

4. CHO HMIS QUARTERLY SELF AUDIT COMPLIANCE CERTIFICATION CHECKLIST:

Elisa Rawlinson, Chairperson stated HMIS self-audits will start being done for all HMIS participating agencies. Elisa Rawlinson reviewed and explained the draft CHO HMIS quarterly self-audit compliance certification checklist.

5. CHO HMIS SELF AUDIT DATA QUALITY CHECKLIST:

Elisa Rawlinson, Chairperson stated HMIS self-audits will start being done for all HMIS participating agencies. Elisa Rawlinson reviewed and explained the draft CHO HMIS self-audit data quality checklist.

6. TRAINING:

a. Caseload Tab

Elisa Rawlinson, Chairperson reviewed and demonstrated the steps on how the caseload tab in HMIS functions by using the HMIS training site.

7. HMIS POLICY & PROCEDURE UPDATE AND SECTIONS:

Elisa Rawlinson, Chairperson stated the HMIS Policy and Procedures were written in 2015 and are in need of being rewritten due to many things changing in the last 8 years. Elisa Rawlinson stated she will be rewriting the HMIS Policy and Procedures for review of the committee. Elisa Rawlinson stated the Data Quality, Privacy Plan and Security Plan should be a separated from the HMIS Policy and Procedure.

Elisa Rawlinson, Chairperson stated she will have the rewritten draft HMIS Policy and Procedures for the next meeting on September 11, 2023. The HMIS Policy and Procedures will need to go to the all member CoC meeting in November for review and approval.

8. NEXT MEETING:

Monday September 11, 2023 1:00pm – 3:00pm.

9. ADJOURN:

Meeting adjourned at 2:33pm.