



## Butte Countywide Homeless Continuum of Care

### Homeless Management Information System / Coordinated Entry Committee

Monday, March 9, 2020 1:00 – 3:00 p.m.

Butte County Employment and Social Services – Condor Room

765 East Avenue, Chico, CA

### MEETING MINUTES

#### COMMITTEE MEMBERS PRESENT:

John Mitchell, Oroville Rescue Mission  
Elisa Rawlinson, DESS Housing and Homeless  
Keesha Hills, OSCIA  
Thomas Tenorio, CAA  
Joy Amaro, True North Housing Alliance  
Tara Sullivan-Hames, Butte 211  
Christy Taylan, Caminar  
Mark Alvidrez, CHAT  
Nancy Jorth, Youth for Change  
Lorilyn Manwarren, Ampla  
Debbie Villasenor, Consultant  
Penny Mittag, DESS  
Amanda Gaylord, CHAT  
Sarah Frohock, BCDBH  
Staci Parisi, DESS HH  
Reyes Barboza Jr., Safe Space  
Krystal Tyranowski, CAA  
Scott Rich, HMIS support  
Stefan Spirk, CAA  
Amanda Gaylord, CHAT  
Alley Ashkarian, BCDBH  
Tracey Gillihan, Butte 211  
Briana Harvey Butterfield, DESS HH

#### COMMITTEE MEMBERS ABSENT:

Lisa Currier, CCAT  
Jennifer Alpern, Oroville Hope Center  
Tim Hawkins, CAA  
Carolina Cruz, Catalyst  
Larry Hayden, Oroville Hope Center  
Jennifer Alpern, Oroville Hope Center  
Joe Rogers, Jesus Center  
Angie Little, HACB  
Gisela Nieto, Ampla  
Ann Winters, Catalyst  
Don Taylor, DESS HH  
Greg Hubbel  
Bow Rice, HACB  
Leslie Johnson, CHAT  
Siana Sonoquie, Safe Space  
Shelly Watson, Jesus Center  
Ken MacKell, DESS  
Deanna Schwab, Safe Space  
Scott Walker, Caminar  
Trishalana Ott, BCDBH

**RECORDING:** Briana Harvey-Butterfield

#### ORDER OF BUSINESS:

1. **Call to Order** – Tom Tenorio called the meeting to order at 1:06 p.m.
2. **Introductions** – All attendees introduced themselves. B. Harvey-Butterfield explained that we are going through a transitional period for the CoC committee governance as the County is assuming the role of HMIS Lead Agency, Collaborative Applicant, and CoC Lead Agency. As the HMIS Lead Agency, the County will schedule and facilitate HMIS Committee meetings. Staci Parisi will be the First Chairperson. The attendees were asked if anyone would like to volunteer for the Second Chairperson position. There were no volunteers. S. Parisi asked the current Second Chairperson, Sarah

Frohock, if she will continue to hold the Second Chairperson position. S. Frohock agreed to be the Second Chairperson.

S. Parisi asked if there was anything the attendees would like to add to today's agenda. No items were added. S. Parisi noted there is a doorbell located on the right side of the entrance to the BCEC Chico building which rings in the mailroom. The County makes its best effort to have someone available to bring people back to the Condor Room for the HMIS/CES committee meeting, but if attendees are unable to get into the Condor Room, they can ring the doorbell and someone from the mailroom will let them in.

**Agency Updates** – CHAT had two graduates from the HUSH program. One exited to permanent housing in Chico and one exited to permanent housing in Berry Creek. Caminar will be taking 11 clients off of the Coordinated Entry List starting April 1<sup>st</sup>. These housing openings will be at the Paula Court location of Caminar's new supportive housing program in Oroville. The clients selected must be Behavioral Health clients. BH has identified a list of clients from the CE list who are completing applications for the program if they are interested. The placing agency, Caminar, will exit them from the Coordinated Entry list if/when they are housed. D. Villasenor stated that she saw a 95 year old man on the CE list, E. Rawlinson stated that she would look into this. D. Villasenor stated that the No Place Like Home (NPLH) project may be under construction next year. NPLH is a 100 unit project: 85 units are for low income seniors (62 years or older), 15 units are for NPLH eligible seniors with serious mental illness who are either homeless, chronically homeless or at risk of chronic homelessness.

3. **Approval of Minutes from January 6, 2020 HMIS/CES Committee meeting** – There was a question regarding paragraph 3 “Status of New System Improvements” and the word CESH in the second line. It was decided to leave it as is. A motion to approve the minutes was made by Tom Tenorio and seconded by Joy Amaro.
4. **Housing Navigator Update** – S. Parisi introduced Elisa Rawlinson as the Housing Navigator hired for the DESS Housing and Homeless Branch. Elisa has worked for Butte County for 19 years, 17 years with the Probation Department and 2 years as the Housing and Disability Advocacy Program case manager.  
**Update on Coordinated Entry System** – E. Rawlinson has been reviewing the CE list. She has exited 5 families and has been cleaning up information and inputting case notes in the cases. She is contacting clients on the CE list and asking them a set list of questions and entering that information into the case file notes. As she is speaking to clients on the CE list, she is referring them to programs and agencies. Agencies may begin seeing emails from E. Rawlinson regarding these referrals and to update case file information. E. Rawlinson states that she wants to make sure that the information in CE is as up to date as possible, and that at least 10 families need to be removed from the CE list because they have obtained permanent housing. E. Rawlinson is noting when and why clients are being removed from the CE list. She stated that she does not exit a client from the CE list until she has spoken to them.
5. **HMIS Lead Agency Transition Plan** – B. Harvey-Butterfield stated that the Lead Agency transition from CAA to the County is in progress and that the County obtained administrative rights in HMIS today and the transfer paperwork has been submitted to HUD. D. Villasenor asked if the HMIS grant with HUD will be transferred to the County. T. Tenorio stated that the HMIS grant is in the process of

being transitioned to the County, and that CAA will make sure that the reports due this spring (LSA, HIC, PIT) are completed.

6. **HMIS/CES Office Hours** – Beginning in April, office hours will be held from 3:00 – 5:00 p.m. in the Condor Room after the HMIS/CES Committee. This time will be set aside for HMIS/CES training topics and question and answer sessions.
7. **BUTTE 211 CES Update** – Tara Sullivan-Hames reported that Butte 211 call specialists received training from Behavioral Health staff on how to administer the VI-SPDAT and enroll clients in the Coordinated Entry Program. The assessment was adapted to be conducted over the phone. Scott Rich set up the staff with accounts in Clarity and the Coordinated Entry Program. Butte 211 started taking assessment calls on February 10, 2020. To date there have been 53 documented CE contacts and 42 completed assessments. Butte 211 is available to complete the assessments Monday through Friday from 7:30 a.m. – 4:30 p.m. The assessment is taking about 25 minutes to complete. They have 5 staff that are trained to conduct the assessment. If someone calls after hours or on the weekends to be entered on the Coordinated Entry list, Butte 211 will receive a message from Sacramento 211, who takes our rollover calls, to call the client back to complete the assessment. Butte 211 uses the language line to complete assessments if needed. The stats to date for completed assessments are:
  - 34 female
  - 18 male
  - 1 gender not disclosed
  - 33 Chico
  - 5 Oroville
  - 5 Paradise
  - 4 Gridley
  - 2 Magalia
  - 1 Durham

Butte 211 would like training on how to check the data quality in Clarity compared to the stats they are keeping. Scott Rich stated he could show them how to run a data quality report. Butte 211 wants to keep in close contact with E. Rawlinson to ensure the data they are entering in CES is good. Going back to find the people on the CES with a zero score and contacting to administer the assessment was discussed. T. Sullivan Hames stated if there is a marketing plan to advertise signing up on the Coordinated Entry List by calling Butte 211, she would like notice so they can prepare. There was a question regarding if the clients primary language was indicated in the CES. A. Ashkarian stated it is one of the first questions on the VI-SPDAT and primary language can be determined by reading the VI-SPDAT responses.

Butte 211 is not conducting the assessments on youth or domestic violence callers. They are referring these callers to Youth for Change and Catalyst.

8. **Development of updated policies and procedures for CE** – S. Parisi stated that because so many new users and agencies are using the CES, and we now have a Housing Navigator working in CES, it would

be good to update the policies and procedures for Coordinated Entry. D. Villasenor made a motion to approve updating the CES policies and procedures, T. Sullivan Hames seconded the motion.

S. Parisi announced that Housing Coordinating Financing Council is developing a Client Acknowledgment Form for entry of client information into the Coordinated Entry System. This acknowledgement form will be released with the HHAP grant funding and will be included in the HHAP contract package that will signed by the County. D. Villasenor asked how this will affect Behavioral Health and their ability to enter clients in CES. S. Frohock stated that BH wants to use the current Release of Information they are using and include HMIS and the CES on it.

9. **Next Meeting:** Monday, April 6, 2020; 1:00 – 3:00 p.m.  
Butte Community Employment Center Chico, Condor Room  
765 East Avenue, Chico, CA
  
10. **Announcements:** E. Rawlinson announced that there is a homeowner in Gridley who has 4 bedrooms available for rent. Rent per room is \$300 - \$500. They are all upstairs rooms. No smoking, no pets. One of the professors in Social Work Chico State has brochures for the Heart and Home match program. Reyes Barboza Jr. with Safe Space received help with HMIS set up and may be reaching out with questions.
  
11. **Adjourn:** 2:04 p.m.