

**MEETING MINUTES**  
**HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE**  
**Of**  
**BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE**  
**July 13, 2020**  
**Zoom Meeting**

**COMMITTEE MEMBERS PRESENT:**

Deanna Schwab, Safe Space  
Sarah Frohock, BCDBH  
Dawn Napier, Veterans Administration  
Tara Sullivan-Hames, 2-1-1  
Nancy Jorth, Youth for Change  
Penny Mittag, DESS  
Debbie Villasenor, Housing Consultant  
Staci Parisi, DESS  
Eliza Dyer, Catalyst  
Angie Little, Housing Authority  
Shelly Watson, Jesus Center  
Lorilyn Manwarren, Ampla Health

Amanda Gaylord, CHAT  
Stacie Smith, DESS IT  
Mark Alvidrez, CHAT  
Jill Anchordoguy, DESS  
Brianna Harvey Butterfield, DESS H & H  
Elisa Rawlinson, DESS Housing & Homeless  
Trisha Ott, Behavioral Health  
Tracey Stogsdill, 2-1-1  
Joe Rogers, Jesus Center  
Joann Tridoke  
Stefan Spirk, CAA

**RECORDING SECRETARY:**

Elisa Rawlinson, DESS Housing & Homeless

**COMMITTEE MEMBERS ABSENT:**

Lisa Currier, CCAT  
Leslie Johnson, CHAT  
Gisela Nieto, Ampla Health  
Jennifer Alpern, Oroville Hope Center  
Melissa Frohrip, Veterans Resource Center

**Approval of Minutes:** Correction to the minutes of the June 8, 2020, HMIS/CES Committee meeting noted, 2<sup>nd</sup> page in discussion of Regional HMIS is not a HUD program but State of California program. Motion to approve meeting notes with noted change

**Motion to approve:** Debbie Villasenor  
**Seconded by:** Shelly Watson

Minutes for the HMIS Committee Meeting on June 8, 2020, were approved by 9 votes of “yes” and 3 abstentions. Joann Tridoke not Trisha Ott was not present at the last meeting and Stefan Spirk is not a voting member of the committee.

**Welcome/Agency Updates:** S. Parisi opened the meeting at 1:03 p.m. Roll call taken. S. Parisi asked for Agency updates.

Debbie Villasenor shared HUD approved the extension to the Search Samaritan grant through December 30, 2020.

Sarah Frohock informed the subcommittee that Liz Henson has left Behavioral Health (BH) leaving their housing program with one case manager, Ally Ashkarian. Additionally, BH has been receiving the list of current Room Key participants in Oroville, but would like a weekly list of Chico participants so they can identify current clients and coordinate services with the case management teams.

Safe Space stated Project RoomKey is still open through 7/31/2020, for those who are currently housed. The only clients being entered into hotels are those who are COVID+ or COVID exposed and referred by a local hospital or Public Health.

Staci Parisi announce the Department of Employment and Social Services Housing and Homeless (DESS HH) unit is in the process of working on a plan for rapid-rehousing those clients currently housed in hotels through Project Room Key. Funding is in the process of being identified and secured. A meet will be scheduled with community partners, the COVID Rapid-Rehousing Team (CRT) in order to begin placing clients in transitional and permanent housing. The CRT group will work on identifying available and affordable units. Financial assistance for clients will be case dependent, but the State of California is aware most clients will need more, and longer, assistance than the typical rapid-rehousing client.

**Version 3.0 of the VI-SPDAT:** The new questions in this version of the VI-SPDAT will not change scoring. The new questions only assist agencies collect information that could be helpful in identifying client barriers. As a result the Coordinated Entry (CE) System (CES) and participating agencies will not need to reassess or rescreen those clients already on the CE list. Additionally, the State and Federal governments want CoCs to gather as much data as possible, version 3 of the VI-SPDAT will help gather this data and can assist with grant applications in the future.

The HMIS vendor is in the process of building version 3.0 into the system. They anticipate it will be completed in approximately 3 months.

It was suggested the HMIS subcommittee should ask the Continuum of Care (CoC) that version 3.0 of the VI-SPDAT be used in the CES. A vote was taken regarding the suggestion:

- Yes, 71%
- No, 7%
- Unsure/Need More Info, 21%

Those voting unsure stated they don't use the VI-SPDAT in the course of their work and didn't know enough about it to submit a Yes or No vote.

**Local Priority Points RE: Gender Identity/Race:** This topic will need to be revisited at a later meeting. Marin Hambley, Stonewall Alliance was scheduled to give examples of other CoCs who take these issues into account in their CE list, Marin was unable to attend this meeting.

There was a small discussion about the heightened danger people in the LGBTQ+ community can face while living on the street, and a fear of communal housing and the potential for trauma and danger if those for LGBTQ+ persons in communal housing if roommates have biases. A suggestion was made to collect data on the LGBTQ+ population who are living on the street in Butte County for one year in order to determine if providing priority point are appropriate, there was no consensus or vote on this suggestion.

**HMIS Agency Administrators:** Each Contributing HMIS Organization (CHO) needs to designate an Agency Administrator. The Agency Administrators will be listed in the new CHO agreement/contracts. The job of the Agency Administrator is as follows:

- Be the main point of contact between the lead HMIS agency (DESS) and their own agency.
- Maintain their agency's end user list.
  - o Inform Staci Parisi of those who have left their agency or of a new user in need of HMIS and/or CES access.
  - o Request and maintain new user agreements, confidentiality agreements.
  - o Maintain and update their agency HMIS security.
  - o Report agency HMIS data to the lead HMIS agency when requested.
  - o Attend HMIS/CES meetings and disseminate information learned at those meetings to their agency's users.

If anyone at the meeting is aware that they are their agency's administrator they were asked to inform the group:

- Trisha Ott is the Agency Administrator for Behavioral Health.
- Shelly Watson is the Agency Administrator for Jesus Center.
- Tracy Stogsdill is the Agency Administrator for 2-1-1, with Tara Sullivan-Hames being the secondary.

Staci Parisi will be reaching out to all CHOs who did not designate an Agency Administrator at this meeting in order to determine who their administrator will be.

**Coordinated Entry:** The CoC has asked for an update on the changes that have been made to the CES. Staci Parisi asked all CES participating agencies to send her an email that includes answers to the following questions:

- What changes have been made?
- What is your agency's comfort level with the changes that have been made?
- Identify what changes are working, what will be a challenge and have any of the changes assisted in successful outcome?

Staci asked this email be sent as soon as possible so she can make a report to the CoC at the next meeting.

BH stated they are still 'cloaked' in the CES and are working internally to work on a consent form that clients can sign allowing BH staff to work more transparently within the CES.

**Coordinated Entry Client Acknowledgement:** A poll was taken, “Do we want to eliminate the participant or client acknowledgement for and use the universal public notice and privacy notice instead?”

- Yes, 79%
- No, 14%
- Unsure, 7%

The “unsure” vote was an abstention by Eliza Dyer, Catalyst, as their agency does not use the same HMIS system.

It was determined this question will be revisited at next month’s meeting.

**HCD Technical Assistance update:** DESS has been working with Technical Assistance as DESS is now the CoC and HMIS lead agency. Topics discussed have included; Responsibilities of the lead agency, document outlined in the Hearth Act to be sure nothing is missed, and Governance Assistance.

DESS can pass along any question posed by the Governance and HMIS/CES subcommittees, if there are questions they can be submitted during meetings.

**Announcements/Comments:** The Housing Navigator shared, as of the date of this meeting 135 current Project RoomKey participants have been added to the HMIS FEMA/Non-Congregate shelter program.

2-1-1 staff informed the committee they have worked with Safe Space street outreach teams to successfully coordinate a CES process. They believe HMIS/CES has become a more countywide system and is reaching more clients than ever.

***Next Meeting - Monday, August 10, 2020 at 1:00-3:00 P.M. with virtual Office Hours held directly after the adjournment of the meeting.***

**ADJOURN - 2:15 PM**