



Butte Countywide Homeless Continuum of Care

Homeless Management Information System / Coordinated Entry Committee

Monday, March 8, 2021 1:00 p.m. – 3:00 p.m.

Butte County Employment and Social Services – Zoom Virtual Meeting

Zoom Link: <https://us02web.zoom.us/j/81639886232?pwd=SXFZME9pcjdEejJzZkFESXdhN3YxUT09>

Phone: (669) 900-9128 Meeting ID: 816 3988 6232 Passcode: 299216

HMIS/CE COMMITTEE MEMBERS (CHO Administrator, or designee):

Angie Little, HACB	Keesha Hills, OSCIA	Staci Parisi, DESS
Christy Taylan, Caminar	Shelly Watson, Jesus Center	Joaquin Jordan, True North Housing Alliance
Nancy Jorth, Youth for Change	Tracey Stogsdill, Butte 211	Annie Terry, Oroville Rescue Mission
Lauren Kohler, Safe Space	Trishalana Ott, BCDBH	Sara Sweaney, Nation’s finest
Stephan Spirk, CAA	Carolina Cruz, Catalyst	Dawn Napier, Veteran’s Administration
Amanda Gaylord, CHAT	Debbie Villasenor, Consultant	

First Chairperson: Staci Parisi, DESS HH **Second Chairperson:** Sarah Frohock, BCDBH

AGENDA

- | | |
|---|--------------|
| 1. Call to Order | S. Parisi |
| 2. Roll Call | S. Parisi |
| 3. Approval of Minutes - <i>INFORMATION</i> | S. Parisi |
| a. Minutes from February 1,2021 | |
| 4. Agency Updates/Announcements | All |
| 5. HMIS/CES Training/Office Hours | E. Rawlinson |
| 6. Next Meeting: Monday, April 12, 2021; 1:00 – 3:00 p.m. | |
| a. Virtual meeting hosted by Butte County Department of
Employment and Social Services | |
| 7. Adjourn | |

MEETING MINUTES
HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE
Of
BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
February 1, 2021, at 1pm-3pm
Zoom Meeting

<https://us02web.zoom.us/j/83818432795?pwd=K21icUtNdUhmaVNoUS92Y3N4U0daUT09>

COMMITTEE MEMBERS PRESENT:

Debbie Villasenor, Housing Consultant
Amanda Gaylord, CHAT
Stephan Spirk, Community Action Agency
Staci Parisi, DESS Housing & Homeless
Tracy (Stogsdill) Gillihan, 2-1-1 Help Central
Angie Little, Housing Authority of Butte County
Shelly Watson, Jesus Center
Nancy Jorth, Youth for Change
Laruen Kohler, Safe Space
Sarah Frohock, BCDBH

OTHER ATTENDEES:

Elisa Rawlinson, DESS Housing & Homeless
Pahua Thao, DESS Housing & Homeless
Jennifer Zellers, Nations Finest
Briana Harvey-Butterfield, DESS H&H
Rachel DeLeon, DESS
Javi Pinedo, Housing Authority of Butte County
Trisha Ott, BCDBH
Angela Dayberry, Oroville Rescue Mission
Darlene Epp, DESS Employment & Eligibility
Janine Gomez, True North
Rene Devol, DESS APS
Sofia Salas, Jesus Center

COMMITTEE MEMBERS NOT PRESENT:

Annie Terry, Oroville Rescue Mission
Lorilyn Manwarran, Ampla
Christy Talan, Caminar
Sarah Sweaney, Nation's Finest

Dawn Napier, Veterans Administration
Keesha Hills, OSCIA
Joy Amaro, True North

RECORDING SECRETARY:

Angie Little, Housing Authority of Butte County

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

Approval of Minutes: No corrections were noted for the minutes of the December 7, 2020. Additionally, no corrections were noted for the minutes of the January 4, 2021.

December 7, 2020 minutes, Motion to approve: Debbie Villasenor
Seconded by: Janine Gomez

January 4, 2021 minutes, Motion to approve: Debbie Villasenor
Seconded by: Janine Gomez

Minutes for the HMIS Committee Meeting on December 7, 2020 and January 4, 2021, were approved by consensus.

Request for assistance with meeting minutes: The Housing and Homeless Branch is requesting assistance with ongoing meeting minutes for the HMIS/CES subcommittee meetings. At this time, the Housing and Homeless Branch does not have the ability to continue taking minutes every meeting. The meetings are recorded and the recording will be forwarded to the person taking the minutes. Additionally, a template will be provided for convenience. The expectation is the person taking meeting minutes will complete them within one week of the meetings occurrence.

If no one volunteers we will have to use a “rolling model”, each agency will take meeting minutes. The agencies will be chosen in alphabetical order starting next month. The Housing Authority of Butte County would be the first scheduled to begin next month.

Angie Little of the Housing Authority of Butte volunteered to start this week. It was announced True North will be tasked with meeting minutes next month.

LSA Data Cleanup: DESS H&H branch continues to work closely with internal information systems department as well as the HUD LSA data liaison to learn what the errors are. Assistance will be needed from partnering agencies to assist with cleaning up the more complicated errors. While some errors are minor and easily corrected, there are more detailed and will require longer and more detailed follow up with agencies and our vendor. Purpose of submission is that data is collected correctly and have good usable data. Some training to correct errors will be in this committee and some will be one on one with HMIS agencies. It is an ongoing process with COC to ensure amount of errors are as minimal as possible. Thank you for time committed to fix errors for your agency and will work with vendor to correct those errors that still need to be addressed.

Comment: Some errors are from the initial inception of using the HMIS software. Program Not set up how they should have been, and which is why we will work with bitfocus and our internal IT to figure what we can do to remedy errors, properly trying to figure out how to remedy. Continuing to receive training to familiarize with best way to help agencies and how to appropriately set up different programs to limit errors moving forward. As we have office hours that its important that administrators have someone attending so that new or old updates and corrects are messaged out to everyone. Bear with us as we continue to dive in and clean up moving forward.

Agency Updates/Announcements: True North announced that they have been training. Seven people have been trained and hired five new monitors and five new case managers.

Jesus Center gave an update on their new shelter. The target date to move in in April 1st and sheltering by mid-April probably at half population due to COVID. They are hiring new people and training including HMIS.

Question: please elaborate about shelter and services

The women and children shelter, The Sabbath house will have 30 beds for women and a second shelter for men with 25 beds. Clean and sober shelter, it will be a trauma informed care model with extensive case management, changing things up by offering classes for life skills through a program called Pathways which is still in development. The new model is a free emergency shelter with more program focuses. No more drop-in services. Once complete Phase II will begin across the street on Fair street.

Question: Will the Jesus Center location on fair street still be open after April 1st?

Answer: That's the location that's being remodeled and will move into, will include the Jesus Center headquarters, two shelters two dining rooms classrooms. The current location at 1297 Park Avenue, the property has been purchased by developer for low income housing units.

Clarification: The original question was meant to ask about the Park Avenue property.

Answer: Jamboree housing bought the 1297 Park Avenue property and are on a timeline so Jesus Center needs to be out due to their timeline.

HACB directly addressed Butte 211 to clarify including Glenn County in their referrals and they confirmed that they have included Glenn County for some time now. Thanks to Butte 211 as the HACB refers many calls to them for addition to the Coordinated Entry system for future referrals to HACB for Section 8 Homeless Preference.

HMIS/CE Training/Office Hours:

a. HIC/PIT Instructions:

The training portion of the committee meeting included extensive detailed instructions on the HIC and PIT forms, on how to access data, complete the forms and reports and how to submit. Forms/templates/worksheets were emailed to agencies to collect data and, when completed, need to be submitted to hhsupport@buttecounty.net. Be sure to reach out if you did not get that email.

Training was also provided on how to use Clarity to run reports for Program demographics and individual demographics and how to download into excel to sort and view data. Any questions or additional assistance needed, feel free to reach out to Staci.

Next Meeting – Monday, March 8, 2021 at 1:00-3:00 P.M.

a. Virtual meeting hosted by Butte County department of Employment and Social Services

ADJOURN – 2:32 PM