



Butte Countywide Homeless Continuum of Care

**BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE
HMIS/CES COMBINED COMMITTEE
SPECIAL MEETING MINUTES
MONDAY October 23, 2023 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Angie Little, Housing Authority – Butte County
Stephan Spirk, CAA
Elisa Rawlinson, DESS HHome
Rayna Bryson, DESS
Maisue Thao, Butte College
Yesenia Gallegos, CHAT
Shelly Watson, Jesus Center
Nancy Jorth YFC

OTHER ATTENDEES:

Javi Pineda, HACB
Laura Smith, DESS HHome
Isabel Alaniz, DESS HHome
Gabrielle Beck, DESS HHome
Kenny Huenink, DESS HHome
Pahua Thao, DESS HHome
Shelly Storkan, BCDBH
Annie Terry, Oroville Rescue Mission
Erickson Montes, DESS HHome

COMMITTEE MEMBERS NOT PRESENT:

Jaymee McLaughlin, CUSD
Keesha Hills, OSCIA
Nick Fashing, DESS APS
Tracey Gilliam, Butte/Glenn 211
Meagan Smith, Northern Circle IHA
Sara Sweaney, Nation's Finest
Rocio Nakae, BCDBH
Lynann Pilley, Oroville Rescue Mission
Tony Shafer, VECTORS
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
Debbie Villasenor, Housing Consultant
Ann Winters, Catalyst

Recording Secretary: Lisa Angle

1. CALL TO ORDER:

Meeting called to order by Elisa Rawlinson, Chairperson at 9:06am.

2. NEW POLICY AND PROCEDURES -ACTION

Elisa Rawlinson, Chairperson asked if everyone had an opportunity to review the proposed HMIS Terms and Conditions. The HMIS Terms and Conditions were sent out with this meetings packet and included updates which were highlighted. Elisa Rawlinson asked if anyone had any questions or corrections.

*All 27 pages of the Draft HMIS Policies and Procedures Manual were reviewed and minor grammatical corrections were made.

*Changes were made on page 17 under "Termination of Participation for Lack of Compliance" and now reads:

Termination of Participation for Lack of Compliance

- 1) When the HMIS Lead Agency determines that a CHO is in violation of the MOU by not fully complying with HMIS plans, forms, standards and/or governance documents, the HMIS Lead Agency will work directly with the CHO's Executive Director to resolve the issue(s) in question.
- 2) If the HMIS Lead Agency and CHO are unable to resolve issue(s), the HMIS/CES committee will be called upon to resolve the issue(s). If that results in a ruling of termination:
 - a. The CHO will be notified in writing by the HMIS Lead Agency of the intention to terminate the CHO's participation in HMIS.
 - b. The HMIS Lead Agency will revoke access of all CHO staff to HMIS. Note: All CHO information contained in the HMIS system will remain in the HMIS system.
 - c. The HMIS Lead Agency will keep all termination records on file with the associated MOU.
 - d. Following an involuntary termination, the CHO has 30 calendar days to appeal in writing to the chair and vice-chair of the HMIS/CES committee for reinstatement to HMIS, provided the CHO has corrected the issue(s) resulting in the initial termination ruling.
 - i. The chair and vice-chair will add the CHO's termination appeal to the agenda of the next HMIS/CES committee meeting.
 - ii. The CHO will present/provide verification to the HMIS/CES committee that the original issue(s) have been corrected and will no longer occur.
 - iii. If the HMIS/CES committee unanimously approves the appeal and reinstatement, the committee will then take the appeal to the CoC Council for approval and reinstatement.
 - e. The Butte CoC is empowered to permanently revoke a CHO's access to HMIS for a serious and/or willful breach of security or confidentiality.

*On page 18 the term "Data Quality Checklist" should be defined - a definition for "Data Quality Checklist" will be added to definitions.

*On page 20 the term "Disaster Recovery Plan" should be defined - a definition for "Disaster Recovery Plan" will be added to definitions.

*On page 20 under "Background Checks for HMIS Users" the following was added "Background timelines will include the last 7 years" to last paragraph.

*Changes were made on page 21 under "HMIS Password Requirements" and now reads:

HMIS Password Requirements

The HMIS System Administrator will issue a temporary password for each CHO end user. The user will be prompted to create a new password upon first login. Passwords must be no less than eight (8) characters in length, and must meet the following criteria:

- Minimum 8 characters in total length
- Contain upper-case letters (e.g., H)
- Contain lower-case letters (e.g., h)
- Contain Numbers (e.g., 9)
- Cannot contain your first or last name
- Contain special characters (e.g., ~!@#\$%^&*()_)
- Not using, or including, the username, the HMIS name, or the HMIS vendor's name
- Not consisting entirely of any word found in the common dictionary or any of the above spelled backwards.

HMIS passwords will expire after ninety (90) calendar days and must be changed. End Users will be prompted to change their password, via an automated email two (2) weeks prior to their password expiring.

Review of the 27 page Draft HMIS Policies and Procedures was completed and Elisa Rawlinson, Chairperson asked if anyone had any other forms they thought should be added to the appendices:

Appendices of Forms

- Appendix A; HMIS Public Notice
 - Appendix B; HMIS Privacy Notice
 - Appendix C; End User Agreement
 - Appendix D; HMIS Informed Consent
 - Appendix E; HMIS Participating Agency List
 - Appendix F; CES Participating Agency List
 - Appendix G; Quarterly Compliance Certification Checklist
 - Appendix H; Quarterly Data Quality Checklist
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- A motion was made to approve the Draft HMIS Policies and Procedures with the suggested changes which includes:
 1. Updating all "End User" words to be capitalized
 2. All numbers be in word form and number in parentheses ex: three (3)
 3. Adding the definition of "Quarterly Complaints Checklist", "Data Quality Checklist", "Annual Comprehensive Security Audit" and "Disaster Recovery Plan"

Motion: Stefan Spirk

Second: Yesenia Gallegos

Opposed: None

Abstain: None

Elisa Rawlinson, Chairperson stated the HMIS Policies and Procedures will be sent out to the committee and forwarded to the CoC for final approval.

3. NEXT MEETING:

Monday November 6, 2023 1:00pm – 3:00pm.

4. ADJOURN:

Meeting adjourned at 2:40pm.