



Butte Countywide Homeless Continuum of Care

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

**MONDAY July 10, 2023 at 1pm-3pm
Zoom Meeting**

COMMITTEE MEMBERS PRESENT:

Tracey Gilliam, Butte/Glenn 211
Shelly Watson, Jesus Center
Cecily Kishbaugh, VECTORS
Meagan Smith, Northern Circle IHA
Yesenia Gallegos, CHAT
Nancy Jorth, Youth For Change
Elisa Rawlinson, DESS HHome
Rayna Bryson, DESS
Nick Fashing, DESS APS
Sarah Frohock, BCDBH
Angie Little, Housing Authority – Butte County
Carolina Cruz, Catalyst
Stephan Spirk, CAA

OTHER ATTENDEES:

Javi Pineda, HACB
Kaitlin Sherrill, DESS HHOME
Isabel Alaniz, DESS HHOME
Troy McClanahan, DESS HHOME
Hilary Crosby, Safe Space
Erin Spasbo, DESS HHome
Wendy Lo, DESS HHOME
Briana Harvey-Butterfield, DESS HHome
Samantha Raschka, Ampla
Erin Murray, DESS HHOME
Pahua Thao, DESS HHome
Eduardo Abarca, HACB

COMMITTEE MEMBERS NOT PRESENT:

Sara Sweaney, Nation's Finest
Rick Jackson, BCDBH
Lynann Pilley, Oroville Rescue Mission
Keesha Hills, OSCIA
Cynthia Pesheck, Ampla
Cathryn Carkhuff, Home and Heart
Karen Ramirez, True North Housing
Kristopher Kuntz, Anthem
Codie McCormack, Caminar
Keesha Hills, OSCIA
Rachel DeLeon, DESS
Trish Pittman, Health Net
Jaymee McLaughlin, CUSD
Debbie Villasenor, Housing Consultant
Susan Wilson, Safe Space

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, October 2022
 - b. HMIS/CES Committee Meeting, November 2022
 - c. HMIS/CES Committee Meeting, February 2023
 - d. HMIS/CES Committee Meeting, April 2023
- a. **Motion** - approve all the meeting minutes for October 2022, November 2022, February 2023 and April 2023 with the following corrections to February 2022:

*Correction to February 2023: On page 2 added to the 3rd bullet "for age 18 of age and older" to read "The Oroville Complex for 18 of age and older is currently under construction with 15 units for No Place Like Home, these units should be available sometime in July"

*Correction to February 2023: On page 2 in the 4th bullet changed "heavenly" to "heavily"

Motion: Angie Little
Second: Meagan Smith
Opposed: None
Abstained: None

3. INTRODUCTIONS/AGENCY UPDATES:

Introductions made by everyone in attendance.

The following updates were provided:

- Elisa Rawlinson, DESS HHome stated 2 new navigators have been hired Dee Price and Erin Spasbo. Elisa stated she has created a very basic HMIS user manual and does not have any information that is program or agency specific. The user manual will include basic information which will include what the buttons in HMIS are used for and how to add a client to HMIS. The user manual will not take the place of HMIS training. Once the HMIS user manual has been approved it will be sent out to all HMIS end users and CHO Admin. The HMIS user manual will be posted on the CoC website and be given to all new HMIS users prior to HMIS training. Elisa shared she attended a HMIS Analytic course ran by cloudburst and HUD. Cloudburst and HUD reached out to all 600 trainees to see if anyone was using HMIS in any unique or innovative ways and if so if there was interest in participating in an advanced HMIS users group. This group would create procedures on how the HMIS system is being used in unique and innovative ways to share with all HMIS users across the US. Elisa reached out to HUD and shared how Butte County was using the HMIS system with HACB and Butte County was chosen as one of 10 agencies to participate in the HMIS advanced user group.
- Stefan Spirk, CAA announced the North State Food Bank Program is in the middle of constructing the dignity of choice pantry where hungry people can go to shop for food and the pantry should be completed in about 2 weeks. The pantry will be a day to day operation and food can be given to people daily.

- Yesenia Gallegos, CHAT announced all 6 studio units at the Hope Village have been filled with the collaborative effort of community partners.
- Angie Little, HACB announced HACB is working on Project Based Voucher Property's and getting ready to fully lease out Creekside Senior Complex. Also working on filling up the 26 family units at North Creek 1. HACB is getting ready to approve 36 unit Sunrise Senior Complex in Gridley. Prospect View waiting list is currently open a homeless complex with 15 no place like home. Prospect View should be online in the next few months. Two new projects in Glenn County are coming up.
- Nancy Jorth, YFC announced 6th Street Center is currently going through an MHSA monitoring review and currently working on a remodeling a duplex in Oroville which will offer 6 more bed units for homeless youth in the community.
- Shelly Storkan, BCDBH announced the 15 no place like home available units at Prospect View in Oroville will be filled from CE with those individuals with the highest vulnerability score, receiving services from BCBH with serious mental illness.
- Carolina Cruz, Catalyst announced they are currently taking applications for volunteer training which is a 2 week intensive training. The training is August 7 - 17 Monday thru Thursday and the training application is on the website.
- Annie Terry, ORM announced the hiring of a Home Safe Case Manager.
- Hilary Crosby, Safe Space announced in the 3rd week of Cooling Centers and currently at the Trinity Methodist on 5th Street. A shuttle is being used for people to get to the Cooling Centers.
- Shelly Watson, Jesus Center announced August 7 as the target date to open the family side of the renewal center.
- Javi Pineda, HACB announced over 100 households have obtained leased housing in the Emergency Housing Voucher Program.

4. HMIS LEAD RESPONSIBILITIES AND CHO ADMIN RESPONSIBILITIES:

Elisa Rawlinson, Chairperson stated MOU's have been updated for all CHO Admin's and the MOU's will run through 12/31/25.

Elisa Rawlinson, Chairperson reviewed the responsibilities for the HMIS Lead Agency and the main responsibility is to manage and be the administrator for the local HMIS system for the CoC which includes trainings, compliance, planning and policy development. It is the responsibility of the HMIS Lead Agency to maintain a working relationship with the software provider and to ensure the HMIS system meets HUD standards.

Elisa Rawlinson, Chairperson reviewed the responsibilities for the CHO Agencies and CHO Admin's.

CHO Admin responsibilities:

- Each agency must have their own CHO Admin which is the first point of contact for their agencies end users
- Monitor end user log-ins on a monthly basis.
- Make sure end users who no longer need access to HMIS are removed from HMIS access.
- Make sure clients are entered into HMIS timely within 3 days of client interaction.
- Ensure agency and end user compliance: Data quality plans, security plans, privacy plans, policies and procedures.
- Notify the HMIS Lead Agency within 1 business day of an end user leaving the agency or no longer needing access to HMIS.
- Complete training quarterly (HMIS/CES Committee meeting trainings apply)

- Attend HMIS/CES meetings a minimum of quarterly.
- All information obtained from HMIS/CES meetings is relayed to all agency end users within 1 business day.
- Assuring all client data is protected and assuring client data not being shared to none HMIS users.

CHO Admin's are responsible for the day to day entries into HMIS, making sure the data entry is correct and in compliance with the funding source. HMIS Lead Agency is responsible to oversee the HMIS system and assist the CHO Admin's.

5. TRAINING

a. Updating Assigned Case Manager:

Elisa Rawlinson, Chairperson reviewed in the training HMIS system step by step on how to update the assigned case manager and reviewed how to pull a list of case manager's assigned to the client.

6. COMMITTEE RESPONSIBILITIES AND FUTURE PLANNING:

Elisa Rawlinson, Chairperson reviewed the responsibilities of the HMIS/CES Committee and what the HMIS/CES committee needs to focus on over the next 6 months.

- Ensure HMIS system and processes are compliant with HUD regulations and the CoC Charter and Governance.
- Is the HMIS system working for our community and doing what it is needing to do which is getting clients from homeless to being housed?
- Ensure HMIS system is being updated and identifying the community needs.
- Disseminating information about HMIS system and how it works and how it is helping the CoC and end users.
- Checking on HMIS stake holder's satisfaction and to check on any updates or identify better processes for the HMIS system.
- Updating policies and procedures for HMIS and CES.
 - Security Plan
 - Privacy Plan
 - Data Quality Plan

Yesenia Gallegos, CHAT made a suggestion to have an in-person HMIS/CES Meeting added to future planning.

Elisa Rawlinson, Chairperson stated HUD would like HMIS lead agency to receive feedback from stake holders and end users on how the HMIS system is currently working and meeting community needs. This feedback would be provided every 6 months or annually. Elisa stated a feedback survey will be created and sent out.

7. NEXT MEETING:

Monday August 14, 2023 1:00pm – 3:00pm.

8. ADJOURN:

Meeting adjourned at 2:01pm.

DRAFT