

**MEETING MINUTES**  
**HMIS/COORDINATED ENTRY SYSTEM COMBINED COMMITTEE**  
**Of**  
**BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE**  
**9/13/2021 at 1pm-3pm**  
**Zoom Meeting**

**COMMITTEE MEMBERS PRESENT:**

Debbie Villasenor, Housing Consultant  
Amanda Gaylord, CHAT  
Stephan Spirk, Community Action Agency  
Christy Talan, Caminar  
Shelly Watson, Jesus Center  
Nancy Jorth, Youth for Change  
Keesha Hills, OSCIA  
Renee Devol, Adult Services Program  
Nick Fashing, Adult Services Program  
Sarah Frohock  
Moriah McGill  
Lorena Reed  
Susan Wilson  
Javi Pinedo, HACB  
Josiah Vasey, 211

**OTHER ATTENDEES:**

Wendy Lo, DESS Housing & Homeless  
Jay Caughlin, DESS Housing & Homeless  
Kayla Davis, DESS Housing & Homeless  
Isabel Alaniz-Alvarado, DESS Housing & Homeless  
Kyle Prieto, DESS Housing & Homeless  
Rachel DeLeon, DESS Eligibility  
Saweyere Lamontange, CHAT

**COMMITTEE MEMBERS NOT PRESENT:**

Tracy Stogsdill  
Lauren Kohler  
Carolina Cruz  
Joy amaro  
Angie Little  
Annie Terry  
Lorilyn Manwarran  
Sarah Sweaney  
Dawn Napier  
Janine Gomez

**RECORDING SECRETARY: Kayla Davis**

**Welcome:**

**Call to Order:** Chair Elisa Rawlinson opened the meeting at 1:03p.m.  
Roll call taken.

**Approval of Minutes:** The minutes for the HMIS/CES Committee Meeting for July 2021 were approved with no corrections.

**Motion to approve: Ann Winters**

**Seconded by:** Amanda Gaylord

**Approval of Minutes:** The minutes for the HMIS/CES Committee Meeting for August 2021 were approved with the following corrections:

There are a total of 101 units available on the Creekside Place project. Fifteen on-bedroom are reserved for “No Place Like Home”.

**Motion to approve: Amanda Gaylord**

Seconded by: Ann Winters

### **1. Introductions / Agency Updates**

- DESS Housing & Homeless - 3 new Housing Navigators; Kayla Davis, Isabel Alaniz-Alvarado, and Michael Wright.
- Catalyst has cottage open and Housing Coordinator position open.
- Adult Protective Services adding a Public Health Nurse to their team, she will be starting 9/20/21.
- CAA has been working with Chico State on Food Rescue Program; will start implementing this with Torres Shelter in October.
- Jennifer Zellers - Shallow Subsidy grant will be paying a portion of veteran rent (about 87 households in California) and will be choosing households by mid-October. Unsure of number of households Chico will be able to help at this time.
- Housing Authority – administering Emergency Housing Voucher program and have been successful.
- CES/Emergency Housing Vouchers – 71 vouchers issued (about half of available vouchers).
- HMIS system is growing and more agencies that need/want to be participants.

### **2. Updates – Elisa Rawlinson**

- Need to start entering client contact page into the contact page in HMIS, not just on the program enrollment page. This allows other agencies to access this information other than just the agencies that use CES. Kyle Prieto updating; to be completed by 10/1/2021.
- 2,292 individuals per household on CES list as of today.

### **3. Community Que Group**

- Hoping to have this group up and running by beginning of October. Email will be going out soon to all that have asked to be part of this group. Anticipating 1-1.5 hours participation per month for 3 months. A survey will be sent to all volunteers soon, hopefully by the end of this week.  
12-15 members needed from wide variety of agencies.

#### **4. Priority Points for Households with Children – Flow Chart**

- Flow chart will be sent to everyone to forward on to all agency users.
- Must use HUD definition of a “family” – see flow chart for definition.
- Children are counted as part of the household regardless of current custody situation as long as the child is anticipated to return to the home (haven’t lost parental rights). Children will need to be included in VI-SPDAT.
- If one member of adult household is pregnant they are considered a Household With Children for VI-SPDAT purposes, however, the assessment will be done for a single adult until baby is born. When child is born, the VI-SPDAT/assessment will be updated to a Household with Children.

#### **5. HMIS/CES Alerts System**

- Public alerts present as an orange banner on Profile page until expired (and never leave system after expiration).
  - a. Public alerts used when an agency is in need of contacting client, safety issue with client and want to let other agencies know.
  - b. Once a public alert has expired it will show on client level Notes page.

\*\*Please don’t give clients information from expired alerts as it is no longer current information.

  - c. If you have questions about an alert, you can check with the person that created the alert (listed at the bottom of the client-level note page).
  - d. Can set alerts as private or public. Private alerts remain accessible to specific agency employees only. Does the information need to be known by all agencies, or only employees of my agency?
  - e. Alerts can be updated from private to public after the fact.

#### **6. Linking Client Answers Cross Agency – System Functionality**

- System is currently showing different answers to the HUD required questions due to entries made at different times by different agencies.
- We have the ability to use linked/cross-agency client answers to assessment questions - when one agency enrolls a client into HMIS, this information would then pre-populate in the enrollment page when a second or third agency starts enrollment with the same client. Bringing this option to this committee to decide if we want to set this function as default in HMIS, and agencies can individually opt-out of this functionality OR leave system as-is. If we do choose to switch this default now, it would apply to all new enrollments and prior enrollments would be updated as we go. Would need to include this in training/make sure current and future users are aware of this functionality.
  - Pros to this functionality change –

Allows agencies to have more engaging conversations with clients; can see what programs they have had and no longer have or see how situations have changed.

Allows agencies to get a better view of client's situation over the last year and prompts discussions that should be happening with clients.

Helps clients by using memory cues to obtain information/dates that they may otherwise not recall. Which agencies they are receiving assistance from or what they have received in the past/when.

Case management tool.

*Voting poll completed - Voted unanimously YES.*

**Agency Updates/Announcements/Comments:**

***Next Meeting - at 1:00-3:00 P.M.***

**ADJOURN - PM**