



SACRAMENTO
STEPS FORWARD

HMIS & Data Committee Meeting Minutes

Thursday, June 12, 2025 | 10:00 AM – 11:30 AM

The meeting chat is below.

Attendance:

Member	Area of Representation / Organization	Present
Alexsander Willis	LGBT Community Center	Yes
Anne-Marie Hooper	Sacramento Self Help Housing	Yes
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sac. County, Health Services	No*
Hezekiah Allen, Co-Chair	City of Sacramento	Yes
Haimanot Ashenafi, Co-Chair	City of Elk Grove	Yes
Joseph Pacheco, Co-Chair	Homeless Service Provider	Yes
Julia Erdkamp	Coalition/Network	No
Kristy Smith	PWLEC Member	No*
Mixtlicatl Gonzalez	Lutheran Social Services	Yes
Yvette Buckner	PWLEC Member	No*

SSF Staff	SSF Title
Aziz Bilotta-Connors	Interim Analytics Manager
David Arthur	HMIS Manager
Geoffrey Fralick	Program Analyst - Youth Specialist

Jesse Archer	CoC Program Manager
Lizet Gonzalez	Operational Support Specialist II
Michelle Charlton	Senior Analyst III CoC Governance
Tina Wilton	HMIS Specialist

Guests
Christine Nguyen, Cynthia Aguayo, and Richard Barton.

Agenda Item	Presenter:	Time	Item Type
I. Welcome & Introductions	Hezekiah Allen, HDC Co-Chair	10:00 AM (10 minutes)	Informational
Hezekiah called the meeting to order around 10:03 AM. There were no new members/attendees at this meeting.			
II. Approval of the 2/13/2025 & 4/10/2025 Meeting Minutes Supporting Materials: <ul style="list-style-type: none"> • 2/13/25 Meeting Minutes • 4/10/2025 Meeting Minutes 	Hezekiah Allen	10:10 AM (5 minutes)	Action
Motioned for the Approval of the 2/13/2025 & 4/10/2025 Meeting Minutes: 1 st Anne-Marie Hooper, 2 nd Joseph Pacheco. Motion Approved.			

III. Announcements (Recent/Current Actions, & Upcoming Events)	Joseph Pacheco, HDC Co-Chair, HDC Co-Chairs, HDC Members, SSF Staff, & Guests	10:15 AM (5 minutes)	Informational
SSF HMIS/Data & Analytics Department Update: <ul style="list-style-type: none"> • HUD Mandated Report Announcements: HIC/PIT • April 2025 State of Homelessness Dashboard is Now Live 	Tina Wilton, SSF HMIS Specialist IV	(10 Minutes)	

Announcements were shared:

- Hez A. acknowledges the current state/difficult times, promoting positivity and grace.
- Geoffrey F. shared details about the YAB RFP: [Funding Opportunities – Sacramento Steps Forward](#)
- Aziz B. shared details about the “Flags Report” to better assist with reporting. The goal is to help the SSF HMIS Team and Providers. These reports will be Provider specific.
- Alex W. shared a thank you to the SSF HMIS Team for the recent support. He asked if there are job aids/guides about “Data Completeness for Shared Clients”.
- Joseph P. shared the importance of accurate data in HMIS for our Programs.
- David A. reminded everyone to attend the HMIS Office Hours to better assist you/your Program.
- Please see the chat for more details.

SSF HMIS/Data & Analytics Department Update:

- **HUD Mandated Report Announcements: HIC/PIT:** Tina W. shared details about the HIC/PIT and recent efforts, including a timeline in relation to the HUD deadline. Tomorrow, 6/13/25, is the deadline which SSF submitted earlier this week, Mon. 6/9/25. SSF is cleaning up the data and she shared the overall

purpose of HIC. Our goal is to reach 100% without errors. We have had on/off responses from our Providers regarding data issues. The importance of data quality and the need for Providers to respond to the HMIS team is essential. We have improvement plans for this year; one plan is additional outreach will be made to Providers to ensure accurate data is submitted. If you have any questions, please email the [SSF HMIS Team](#).

IV. 2025 CoC HDC Work Group Follow Up

Aziz Bilotta-Connors,
SSF Data & Analytics Manager

10:30 AM
(10 minutes)

Discussion

Aziz shared a background about the workgroup, including details about the interest survey about LSA data. He shared now that reporting season has wrapped up, we are setting a date for the LSA walkthrough on Thursday, 7/10/25, 9:00am. For those who did not provide a survey response but would like to attend the meeting, please email [Aziz](#). The meeting invite will be sent out after the meeting.

V. Specific HMIS Feature Highlight from the Newsletter: Updating CAS Assessments

Supporting Materials:

- [May 2025 Newsletter](#)
- [HMIS Job Aids](#)
- [How to Fix Common HMIS Data Errors](#)

Lizet Gonzalez,
SSF HMIS Operations Support Specialist

10:40 AM
(5 minutes)

Informational

Lizet went over the [May 2025 Newsletter](#), [HMIS Job Aids](#), and [How to Fix Common HMIS Data Errors](#). If you have any questions, please email the [SSF HMIS Team](#).

VI. 2025 HDC Work Plan Review

Haimanot Ashenafi,
HDC Co-Chair

10:45 AM
(10 minutes)

Discussion

Supporting Material:

- [2025 Work Plan](#)

Haimanot read through the remaining meeting activities. No edits or comments were made to the Work Plan.

VII. CoC Builds Notice of Funding Opportunity (NOFO) Update

Jesse Archer,
SSF CoC Program
Manager

10:55 AM
(5 minutes)

Informational

Supporting Material:

- [CoC Builds HUD Webpage](#)

Jesse shared the following updates:

- Applicants that applied in the previous CoC Builds NOFO, should apply in this NOFO
- Applications will be submitted via e-SNAPS, not Grants.gov
- HMIS, VAWA, Rural, and Relocation costs are new eligible activities added to this NOFO
- Budget forms have been built into e-SNAPS, they are not added attachments
- Proof of site control is a required attachment at application
- Program participants must be individuals and families who experiencing homelessness (Categories 1,2 & 4) and have a documented disability
- Send questions to CoCBuilds@hud.gov
- Applications are due in e-snaps by June 26, 2025
- HUD anticipates making awards by the end of July 2025
- Lead applicants do not need to undergo a local competition "as long as the application is the same" (the same project")
- Locally we selected: Hope Cooperative/TLCS: Auburn Oaks.

VIII. Conclusion: Questions & Comments

Open to All

11:00 AM
(10 minutes)

Discussion

A discussion about the design and use of the [Homelessness in Sacramento – Dashboard](#) was held. Aziz will follow up about the 211 discussion.

IX. Meeting Adjourned at 10:50am.

The next HMIS & Data Committee Meeting is Thursday, Aug. 14, 2025, from 10:00 am to 11:30 am.

2025 HMIS & Data Committee Meetings: Feb. 13 | Apr. 10 | Jun. 12 | Aug. 14
Oct. 9 | Dec. 11

Meeting Chat

10:02:33 From Christine Nguyen to Everyone:

I am here to learn more about this group activities since I am new with My Sister's House. This is my first time on here.

10:04:54 From Michelle Charlton, SSF to Everyone:

Welcome! Here is today's agenda: 06.2025 HDC 2025 Agenda.pdf

10:05:00 From Michelle Charlton, SSF to Everyone:

We have quorum.

10:06:13 From Michelle Charlton, SSF to Everyone:

Approval of the 2/13/2025 & 4/10/2025 Meeting Minutes:

10:06:30 From Hezekiah - City of Sacramento to Everyone:

Yes

10:06:32 From Alexander Willis to Everyone:

Yes

10:06:33 From Annie Hooper to Everyone:

Yes

10:06:33 From Joseph Pacheco to Everyone:

Yes

10:06:34 From Mixtli G- BACS (she/her) to Everyone:

Yes

10:09:00 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:

Funding Opportunities – Sacramento Steps Forward

10:09:37 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:
June 17, 2025, 10:00 a.m. PDT – Applicant Information Session (Optional) This session will cover RFP details, provide clarification on the submission process, and address any additional questions applicants might have. Join Zoom Meeting (June 17 at 10:00 a.m. PDT) >> Meeting ID: 847 1438 9470 Passcode: 311781

10:10:08 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:
gfralick@sacstepsforward.org

10:10:22 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:
View RFP Details >>

10:30:53 From Annie Hooper to Everyone:
If you could send that to me, I would love to participate.

10:31:22 From Aziz Bilotta-Connors, SSF Interim Analytics Manager to Everyone:
abilotta-connors@sacstepsforward.org

10:32:09 From Michelle Charlton, SSF to Everyone:
Supporting Materials:
May 2025 Newsletter
HMIS Job Aids
How to Fix Common HMIS Data Errors

10:46:23 From Michelle Charlton, SSF to Everyone:
Homelessness in Sacramento - Dashboard:
<https://sacramentostepsforward.org/homelessness-sacramento/>

10:49:39 From Michelle Charlton, SSF to Everyone:
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