HMIS & Data Committee Meeting Minutes
Thursday, January 11, 2024 | 10:00 AM – 11:30 AM

Recording of Zoom Meeting. The meeting chat is below.

Attendance:

Member	Area of Representation / Organization	Present
Anastasiya Hernandez	Saint John's Program for Real Change	Yes
Anne-Marie Hooper	Sacramento Self Help Housing	Yes
Cynthia Hunt	Cottage Housing, Inc.	Yes
Dawn Williams	Sac. County Dept. of Health Services	No
Erica Plumb (Co-Chair)	Mercy Housing	Yes
Jameson Parker (Co-Chair)	Midtown Business Association	Yes
Janel Fletcher	SHELTER, Inc.	Yes
Joshua Arnold	Volunteers of America (VOA)	No
Mixtlicoatl Gonzalez	Lutheran Social Services	No

SSF Staff	SSF Title
Ashley Wyant	HMIS Customer Support
Jesse Archer	CoC Analyst
Kai Koumatos	HMIS Coordinator
Michele Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator

Michelle Reedus	Program Manager
Rae Uhde	HMIS Coordinator
Sarah Fletcher	Communication Specialist
Scott Murphy	Data Analyst
Tina Wilton	HMIS Specialist
Trent Simmons	Data and Analytics Director

Guests
Alexsander Willis, Candy Hernandez, Carmen B, Dulce Delgadillo Santisteban, Haimanot Ashenafi, Isabella Ohl, John Warson, Khalid Nemati, Kiera O'Connor, Lashawda's iPhone, and Peter Bahnson.

Agenda Item	Presenter:	Time	Item Type
I. Welcome/Introductions & Approval of 10/12/2023 Meeting Minutes **Supporting Material:** ● 10/12/23 Meeting Minutes	Jameson Parker, HDC Co-Chair	10:00 AM (10 minutes)	Informational
Jameson called the meeting to order around 10:08 AM. Introductions were shared in the chat. **Motioned for Approval of the 10/12/23 Meeting Minutes:** 1st- Cynthia Hunt, 2nd- Janel Fletcher Motion Approved.			

II. Announcements: (Recent or Current Actions & Upcoming Events)	HDC Co-Chairs, HDC Members, SSF Staff, & Guests	10:10 AM (5 minutes)	Informational

HDC Chairs:
- Erica shared she will be stepping down as HDC Co-Chair. If there is any interest from the HDC for the HDC Co-Chair seat to reach out to the HDC Chairs and/or Michelle Charlton.

SSF Staff:
- At the Dec. 2023 CoC Board meeting, the CoC Board approved the 2023 HMIS Privacy & Security Plan.
- The Point in Time Count is close, January 24 & 25th, and we need your support. SSF needs 200 more volunteers (18 and up) by 1/17 to meet our goal of volunteer recruitment. Please sign up here. Once you sign up, please be sure to register for the required 2024 Volunteer PIT Count Training, live via Zoom on 1/17, 5:00pm, registration is required. If you cannot make the live training, please register and you will receive the recorded version to complete the competency quiz. Have a group sign-up in mind? Indicate in the info box the team lead you'd like to be associated with and we will match you up. Be prepared by downloading the app and testing the PIT survey/tally tools here: iOS Counting Us or Android Counting Us Stay connected and up to date by signing up for our PIT Count emails, here
- The CoC Board is accepting applications to recruit up to three new members starting **Friday, December 1, 2023 through Thursday, February 1, 2024.** Explore the CoC Membership Application to learn about the application process, access helpful resources, and more! Be sure to share the application link with your network and community. In addition to applying to join the CoC Board you can apply to join the CoC Committees. Please see the beginning of the application for details. If you have any questions, please email Michelle Charlton

III. FY2023 NOFO Debrief Survey Results & Recommendation	Michele Watts, SSF Chief Planning Officer	10:15 AM (5 minutes)	Informational

Michele shared high level details about the 2023 CoC NOFO competition, the new consultant efforts, NOFO debrief feedback shared at the Jan. 2024 CoC Board meeting, and the 2024 CoC NOFO preparation plans. Here is the [2023 NOFO Debrief presentation](). The complete NOFO debrief report will be provided on the [2023 CoC NOFO webpage]() at a later time.

IV. HUD Mandated Report Announcements (LSA, SPM, PIT, HIC)	Trent Simmons	10:20 AM (10 minutes)	Informational

Trent shared details about the reports and upcoming timeline:
- LSA (due 1/17/24 to HUD): HUD will review to find errors, the recent report had very low errors. Kai is leading this effort. More details to come.
- PIT & HIC: end of Jan. 2024, additional updates to come.

Please see the recording for details.

V. 2023 CoC Committee Overview Presentation – HDC slides & 2024 HDC Priorities & Interest Survey	Erica Plumb, HDC Co-Chair	10:30 AM (20 minutes)	Discussion

Erica shared the purpose for the presentation, discussed the HDC slides, and edits were made. SSF staff shared a [survey]() for HDC members to complete.

VI. Conclusion: Open for questions, comments, etc.	Open to All	10:50 AM (10 minutes)	Informational

SSF Staff: for all HDC members, who feel comfortable/with their consent, please stay at the end of the meeting to take a photo which will be added to the HDC slides for the 2023 CoC Committee Overview Presentation (as discussed in agenda item V).

VII. Meeting Adjourned around 10:42 AM.
  The Q2 2024 HMIS & Data Committee Meeting is Thursday, April 11, 2024 from 10:00 am to 11:30 am.

  2024 HDC meetings: Q2 Meeting: April 11, 2024 | Q3 Meeting: July 11, 2024 | Q4 Meeting: Oct. 10, 2024

Meeting Chat:

10:01:27 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
        Welcome to the HDC meeting! Here is today's agenda:
https://sacramentostepsforward.org/wp-content/uploads/2024/01/Q1-2024-HDC-Meeting-Agenda.pdf

10:04:17 From HMIS Staff Member to Everyone:
Hello All - Tina is having some technical issues with her computer so she will be here shortly.

10:07:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
        Welcome! Here is today's agenda:
https://sacramentostepsforward.org/wp-content/uploads/2024/01/Q1-2024-HDC-Meeting-Agenda.pdf

10:07:51 From Jameson Parker to Everyone:
        Sorry everyone. I was experiencing some technical issues.

10:08:53 From Jesse SSF, CoC Analyst to Everyone:
            Jesse, He/Him, SSF

10:08:56 From Anastasiya Hernandez - Saint John's Program for Real Change to Everyone:
        Anastasiya Hernandez, Saint John's Program for Real Change

10:09:04 From Lashawnda's iPhone to Everyone:
            LaShawnda Barker
            County of Sacramento DHA
            Housing Support Supervisor

10:09:05 From Candy Hernandez to Everyone:
        Candy Hernandez, Sacramento Children's Home

10:09:12 From Janel Fletcher to Everyone:
        Good morning, Janel Fletcher- SHELTER, Inc.

10:09:15 From Kiera O'Connor (she/her/hers) to Everyone:
            Kiera O'Connor

10:09:19 From Isabella.Ohl to Everyone:
Isabella Ohl, Sacramento Children's Home

10:09:21 From Kiera O'Connor (she/her/hers) to Everyone:
Quinn Cottages. PDC

10:09:28 From Alexsander Willis to Everyone:
Alexsander Willis, Sacramento LGBT Community Center

10:09:32 From Peter Bahnson (he/him) to Everyone:
Peter Bahnson, Sacramento Children's Home

10:09:43 From Carmen B. to Everyone:
Carmen Briscoe, Sacramento County DHA.

10:09:48 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the 10/12/23 Meeting Minutes

10:09:54 From Jameson Parker to Everyone:
Yes

10:09:56 From Janel Fletcher to Everyone:
yes

10:09:59 From Cynthia Hunt to Everyone:
Cynthia Hunt Cottage housing inc.

10:09:59 From Anastasiya Hernandez - Saint John's Program for Real Change to Everyone:
Yes

10:10:03 From Erica Plumb (she, her) to Everyone:
yes

10:10:06 From Cynthia Hunt to Everyone:
yes

10:12:23 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The Point in Time Count is close, January 24 & 25th, and we need your support. SSF needs 200 more volunteers (18 and up) by 1/17 to meet our goal of volunteer recruitment. Please sign up here https://sacramento24.pointintime.info/ Once you sign up, please be sure to register for the required 2024 Volunteer PIT Count Training, live via Zoom on 1/17, 5:00pm, registration is required. If you cannot make the live training, please register and you will receive the recorded version to complete the competency quiz. Have a group sign-up in mind? Indicate in the info box the team lead you'd like to be associated with and we will match you up. Be prepared by downloading the app and testing the PIT survey/tally tools here: iOS Counting Us https://apps.apple.com/us/app/counting-us/id1073505838 or Android Counting Us https://play.google.com/store/apps/details/Counting_Us?id=com.simtechsolutions.countingus. Stay connected and up to date by signing up for our PIT Count emails, here sacpitcount@sacstepsforward.org

10:12:41 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The CoC Board is accepting applications to recruit up to three new members starting Friday, December 1, 2023 through Thursday, February 1, 2024. Explore the CoC Membership Application here: https://www.surveymonkey.com/r/GVRLSS2 to learn about the application process, access helpful resources, and more! Be sure to share the application link with your network and community. In addition to applying to join the CoC Board you can apply to join the CoC Committees. Please see the beginning of the application for details. If you have any questions, please email Michelle Charlton: mcharlton@sacstepsforward.org

10:13:15 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Interested in the HDC Chair seat? Please email mcharlton@sacstepsforward.org

10:13:41 From Janel Fletcher to Everyone:
                            Congratulations Erica!

10:13:41 From Erica Plumb (she, her) to Everyone:
                    Reacted to "Interested in the HD..." with 👍

10:14:25 From Erica Plumb (she, her) to Everyone:
                            thank you!

10:15:18 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
At the Dec. 2023 CoC Board meeting, the CoC Board approved the 2023 HMIS Privacy & Security Plan

https://acrobat.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3Ad2a9b512-0693-3751-a469-a53968e9749d

10:16:16 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Reacted to "Congratulations Eric..." with ❤️

10:20:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Stay informed by visiting the 2023 NOFO Debrief webpage here:
https://sacramentostepsforward.org/2023-continuum-of-care-coc-program-competition/

10:23:08 From Kai Koumatos - Guardian of the Data to Everyone:
For any LSA questions, please email hmis@sacstepsforward.org and use "LSA" in the title to make sure it reaches me.

10:24:25 From Kai Koumatos - Guardian of the Data to Everyone:
A lot of the LSA work has to do with partner agencies addressing their data errors with HMIS support, so we deeply appreciate the prompt collaboration of our partner agencies to resolve these errors and data warnings. Thanks!!

10:24:40 From Michele Watts, she/her/hers, SSF Chief Planning Officer to Everyone:
Hi everyone, I need to log off for my next meeting. It is PIT count season!

10:27:13 From Annie Hooper, Shelter Inc to Everyone:
Reacted to "Hi everyone, I need ..." with 👍

10:30:03 From Kai Koumatos - Guardian of the Data to Everyone:
Last Year's 5 Years of Growth Report:
https://sacramentostepsforward.org/wp-content/uploads/2023/02/5-Years-of-Growth-HMIS-Data-External.pdf

10:32:46 From Annie Hooper, Shelter Inc to Everyone:
Thanks

10:39:31 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Submit your feedback today! Survey: https://www.surveymonkey.com/r/MHNK8S6

10:41:53 From Candy Hernandez to Everyone:
Is there a date for the Annual Security Audit?

10:42:18 From Candy Hernandez to Everyone:
Thank you!

10:42:37 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The Q2 2024 HMIS & Data Committee Meeting is Thursday, April 11, 2024 from 10:00 am to 11:30 am.

10:42:46 From Dulce Delgadillo Santisteban, DPA, LCSW (VA CES) to Everyone:
Thank you

10:42:47 From Kai Koumatos - Guardian of the Data to Everyone:
Have a wonderful and productive day, all.

10:42:53 From Alexsander Willis to Everyone:
Thank you