



## **HMIS Oversight Committee Meeting Notes Wednesday, September 9, 2020**

Meetings are public. Homeless and formerly homeless Alameda County residents are encouraged to attend. Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person. [Click here to learn more about the public participation policy.](#)

The regular meeting of the HMIS Oversight Committee was called to order at 10:00 a.m. on September 9, 2020 on Zoom by Mike Keller.

### **Present:**

Andrew Wicker (CoC Board and City of Berkeley), Patrick Crosby (HMIS Lead), Jessica Shimmin (EveryOne Home), Mike Keller (East Oakland Community Project), Suzanne Warner (Housing and Community Development Dept.), Juliana Juarez (Abode Services), Alexis Lozano (EveryOne Home). Robert Ratner (Health Care Services Agency), Jonathan Russell (Bay Area Community Services), Tunisia Owens (CoC Board and Family Violence Law Center) and Nic Ming (City of Oakland)

### **Absent:**

Laurie Flores (City of Fremont) and John Noe (HMIS Lead).

### **Guests:**

Jessica Hanserd

The committee reached a quorum so it can vote on items at this meeting.

- 1. Welcome** **9:00-9:05AM**
- 2. HMIS Oversight Public Comment** **9:05-9:15 AM**
  - Suzanne Warner from Alameda County’s Housing and Community Development provided a staffing update. HCD has been working with ICF to advise on the size of the HMIS Team. ICF provided a draft report that recommended our community have an HMIS Team of 9 FTE for an installation of our size. ICF has also provided recommendations on how to structure the team. To fill the gap, HCD is looking into setting aside ESG CARES Act funding. It is also time to renew the annual contract with BitFocus so there might be an opportunity to hire them to fill some of the gaps during this contract year. Long-term, more sustainable funding is needed to maintain the staffing capacity. Suzanne will give a full update at the next meeting.
- 3. Scheduling Work Group** **9:15-9:25 AM**



- A group will meet next Friday, September 10am-12pm to review compliance requirements and develop an HMIS Lead Monitoring Tool. The work group will also prioritize elements for development and growth.

#### **4. Privacy and Security**

**9:25-10:10 AM**

- Robert R. has been working with a consultant, Jessica H., to update the HMIS Privacy and Security Policy. The updated policies will align with HUD standards and Alameda County Care Connect SHIE/CHR. They are seeking feedback from HMIS Oversight so the updated P&P can overlap with the other planned Coordinated Entry trainings. Subsequently, workflows and documents can be updated to shift to cross-entity data sharing.
- The committee discussed how data should be shared for purposes of research and with law enforcement. There were questions on how provider information is shared, how the opt-out works, and how services are provided if clients opt-out. De-identified data used to be an option in HMIS.
- HMIS Oversight Committee members should provide feedback electronically by Friday, September 11. Jessica will incorporate changes for a Work Group discussion on September 25, 10am-12pm.
- Ongoing, there was a proposal to have one work group in between committee meetings.

#### **5. Committee 20-21 Work Plan Draft**

**10:10-10:40 AM**

- The committee reviewed the draft work plan for 2020-21 and provided feedback including adding more detail, streamlining priorities, and separating parking lot items. Governance and monitoring might be higher priority and having more of a project management plan with detailed tasks and leads. This can be used to develop a regular schedule to track what the committee has been working on. The committee will provide more feedback electronically.

#### **6. Committee Structure**

**10:40-11:00 AM**

- The committee discussed committee composition and length. EveryOne Home staff will circulate current roster and communicate with members whose terms are expiring.

#### **7. Closing**

There was a proposal to have a standing working group in between committee meetings. Further discussion needed.

#### **Adjournment**

Meeting was adjourned at 11:01 a.m. by Mike Keller. The next meeting will be on Wednesday October 14th from 9 a.m.-11:00 a.m.

**Notes submitted by:** Alexis Lozano



**Reviewed by:**