

HMIS Oversight Committee

Meeting Notes

November 13, 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 10:04 a.m. on November 13, 2020 on Zoom by Mike Keller.

Present: Josh Jacobs (City of Berkeley), Patrick Crosby (HMIS Lead), Jessica Shimmin (EveryOne Home), Mike Keller (East Oakland Community Project), Margaret Alfaro (Abode Services), Alexis Lozano (EveryOne Home). Jennifer Martinez (Health Care Services Agency), Jonathan Russell (Bay Area Community Services), Tunisia Owens (CoC Board and Family Violence Law Center) Nic Ming (City of Oakland), John Noe (HMIS Lead), and Riley Wilkerson (Housing and Community Development Dept.)

Absent: Laurie Flores (City of Fremont)

Guests: Jessica Hanserd

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

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1. Welcome

2. HMIS Oversight Public Comment

- No public comment.

3. Coordinated Entry 2.0 Updates

- The changes to HMIS are currently stalled until a contract is finalized with BitFocus. HCD is working with HCSA, the management entity, to review proposed scope.
- Additionally, a threshold needs to be determined for RRH, so the CE work group will need to reconvene.
- There is also the opportunity to integrate racial equity more clearly into the changes. The committee discussed additional training for asking about a client's race/ethnicity to get more accurate data.
- For any training development, there was a request from HMIS for Kathie to collaborate when developing the curriculum. That was any new trainings will align with current online HMIS training.

4. HMIS Privacy and Security Update

- The work group is close to finalizing privacy policy and will move to working on the security policy next week. As a next step, legal will do an initial review. One they have reviewed and provided feedback a version can come back to the group.

5. HMIS Lead Monitoring Tool

- HUD requires CoCs to monitor the HMIS. The committee reviewed several communities' monitoring tools and developed this tool to serve as starting place because of its focus on governance. Over time, the tool can be expanded to better assess our communities needs and determine broader compliance.
- The committee did a walk-through of the tool and completed it as a group. For implementing the Data Quality plan, the HMIS team will continue to lead Monthly User Group meetings and determine if the current schedule works and is clear to Agency Admins. Jessica H. will add developing a Data Security Plan to the deliverable list of documents she is working on updating. Jessica will also consider looking at Onboarding criteria as part of the Policies as Procedures Manual.
- *Mike K. made a motion to approve the completed tool with the addition of a narrative section and definitions. Jonathan R. seconded. The motion passed unanimously.*
- Other next steps: Alexis L. will incorporate narrative sections and definitions to tool and distribute. Alexis L. will draft high-level schedule for next meeting for mapping out priority areas. Summer/early fall is best for the HMIS team for bringing back the tool after working through the required documents.

Submitted By: Alexis Lozano

Reviewed By: Mike Keller