



Homeless Management Information System (HMIS) Oversight Committee Agenda

Meeting Notes

October 13, 2021

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 9:02 a.m. on October 13, 2021 on Zoom by Mike Keller.

Attendees: Mike Keller, HMIS Oversight Committee Co-Chair (East Oakland Community Project), Nic Ming, HMIS Oversight Committee Co-Chair (Social Justice Action Wheel), Tunisia Owens (Continuum of Care Committee and Family Violence Law Center), Michelle Ogburn (Abode Services), John Noe (HMIS Lead), Suzanne Warner (Health Care Services Agency), Riley Wilkerson (HMIS Lead), Natasha Paddock (HMIS Lead), Kamesh Mamidipudi (HMIS Lead), Andy Duong (HMIS Lead), , Josh Jacobs (City of Berkeley), Martha Elias (Health Care Services Agency),

Guests: Jessica Hanserd (Hanserd Health Solutions), Suzanne Campillo (Health Care Services Agency), Luana Ledward (Health Care Services Agency)

EveryOne Home: Tirza White, Chelsea Andrews, Katie Haverly

1. Welcome

- Mike Keller, Co-Chair

2. HMIS Oversight Public Comment

3. Privacy and Security Policies

- Jessica Hanserd presented two documents to provide status update on the work and deliverables for Alameda County's HMIS Privacy and Security Program.
- The HUD CoC will be voting on the HMIS Privacy and Security Program at their October 19 meeting.
- Training for the new Privacy and Security policies will be discussed their November meeting.
- Jessica is looking to convene four working meetings to develop procedure manuals. Fridays at 10 a.m. is the tentative time. She will send out invites via Doodle Poll, and if there doesn't look to be good participation other dates will be considered.

4. HMIS Oversight Committee MOU and Liaison Role *(Action Item)*

- In September, Mike and Nic Ming worked with the HMIS Lead staff members and EveryOne Home staff to develop a workplan for the next year. They used the HUD [CoC/HMIS Lead Memo of Understanding](#) entered into in June 2018 and in effect through 2023 to revisit the joint responsibilities between the HUD CoC and HMIS Lead and the HMIS Oversight Committee's role as a liaison.
- The Committee agreed to develop the workplan by defining the focus of the HMIS Oversight Committee and how the Committee's oversight is operationalized with the HMIS Lead. Conversations about priorities and the extent to which past workplan items the supported the HMIS Lead and added value was a central focus. This item is on the agenda to discuss with the Committee at-large to determine what to prioritize for the next workplan year to ensure the Committee and HMIS Lead are on the same page so that we are engaged in constructive work.
- A PowerPoint of the MOU was presented that outlined joint responsibilities. A memorandum was also shared regarding the ICF Report summary in 2019 that noted gaps in HMIS implementation that the HUD CoC and HMIS Lead should be focusing on to bring implementation closer to HUD regulations. Key findings related to general governance and the HMIS Oversight Committee and has implications for the workplan.
- Natasha Paddock shared that identifying priorities at HMIS Oversight Committee and HMIS Lead is helpful. There are a lot of responsibilities HMIS Lead holds, and it is hard to grasp what priorities are and if they are aligned with the Oversight Committee. Conversation will help clarify goals so there are not competing priorities. Conversation should include what has addressed from the ICF report so far and how to continue to move forward to address these issues.
- The Oversight Committee's goal is to function as a combination monitoring and support. Chelsea Andrews shared that in the past the Oversight Committee could collectively look at the workplan and set priorities. HUD CoC may be looking to Oversight Committee for subject matter expertise.
- Mike made a motion to convene a subgroup before the November Oversight Committee Meeting to discuss in greater depth HMIS Lead and HMIS Oversight Committee priorities to apply to the 2021-22 draft workplan. Suzanne Warner shared that the workplan is a good chance to engage with the Leadership Board and HUD CoC because they may have priorities that could affect the workplan and it is good to hear from these bodies of leadership periodically about how their priorities may affect HMIS Lead and the Oversight Committee. Suzanne Warner seconded Mike's motion.
- Vote: Tunisia Owens (yes), Mike Keller (yes), Martha Elias (yes) Suzanne Warner (yes), Michelle Ogburn (yes), Josh Jacobs (yes).
- Workplan subcommittee group volunteers are Tunisia Owens, Suzanne Warner, Mike Keller, Josh Jacobs, Nic Ming, and Natasha Paddock.

5. 2021-2022 HMIS Oversight Committee Workplan

See notes above

6. Longitudinal Systems Analysis (LSA) report

- The Longitudinal System Analysis (LSA) report is comprehensive sharing of data to HUD about CoC measures activities such as occupancy rates and program types. Formerly known as the Annual Housing Assessment Report (AHAR), it is a HUD report with “a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community.”
- The LSA due date is January 15, 2022, three days after the January 12, 2022 HMIS Oversight Committee meeting.
- The first upload is due in early December. Over a period of a few weeks, HUD prepares an error file that often produces thousands of errors that need to be addressed. The HMIS Lead and Oversight Committee will work with agencies to fix errors, and we want to start thinking about data quality issues now that can cause last minute issues with the LSA.
- A subcommittee workgroup will meet in December to support the HMIS Lead with any planning and outreach to needed to address data quality to aid completion of the LSA report.

7. 2022 HMIS Oversight Committee Meeting Calendar *(Action Item)*

- Tirza presented the proposed 2022 Meeting Calendar for the Committee, which will be posted on the Everyone Home website V
- Mike Keller made a motion to approve the calendar. Suzanne Warner seconded
- Vote on the calendar dates: Tunisia Owens (yes), Suzanne Warner (yes), Mike Keller (yes) Nic Ming (yes)

8. Next Steps: Proposed items for November agenda

- 2021 –2022 HMIS Oversight Committee workplan
- LSA Report
- Data Quality Report & Plan and Occupancy Report

Proposed additions to the November agenda can be shared with Tirza White by email, at twhite@everyonehome.org