



HMIS Oversight Committee Meeting

Agenda

August 10, 2022

9:00 a.m. – 11:00 a.m.

[Join Zoom Meeting](#)

Phone: 1 669 900 6833

Meeting ID: 870 8077 3484

Passcode: 002650

Attendance: Nic Ming (Co-Chair, Social Impact Wheel), Jonathan Russell (Bay Area Community Service), Mike Keller (Co-Chair, East Oakland Community Project), Tunisia Owens (Family Violence Law Center)

HMIS team: John Noe, Alex Baker

Public: Carina Lieu (Health Care Services Agency), Kristy Greenwalt (Consultant)

EveryOne Home Team: Katie Haverly (Acting Executive Director), Dorcas Chang (Operations Manager)

Meetings are public. Alameda County residents with lived experience of homelessness 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.

1. **Welcome** (Mike Keller) **9:00 – 9:05**
 - a. Katie welcomes the committee.

2. **Approval of Meeting Minutes, 6/8/22** (Mike Keller) **9:05 – 9:10**

Action Item

- a. **Mike Keller (Co-Chair) made motion to approve the minutes. Jonathan Russell (BACS) seconded.**
- b. **Roll Call**
 - a. **4 approved. 0 opposed. 0 abstained.**
 - b. **Motion passed.**

Approved

3. **HMIS Oversight Public Comment** (Mike Keller) **9:10 – 9:20**
 - a. No public comment

4. Discussion on Governance Transition (Kristy Greenwalt)

9:20 - 10:20

Update and Action Item

- a. Kristy Greenwalt (Consultant), a subcontractor for HUD TA, introduced herself and shared that she is assisting with the governance transitioning. She presented on the governance transition. She gave context on the governance transition, provided an overview of the Results Based Accountability (RBA) and Homeless Management Information System (HMIS) Oversight Committee, and went over the new committees.
- b. Kristy Greenwalt (Consultant) asked for feedback on where the functions of the HMIS Oversight Committee should be in the new governance structure. She will bring their input to the Governance Transition Committee.
 - a. The committee deliberated whether it should be a subcommittee or a standalone committee.
 - i. One concern of being a subcommittee is that it increases layers of approval which could mean that the people making the decisions won't have the expertise and not know what they are approving. Other concerns include it slows things down and key details are not communicated.
 - ii. In other CoCs, HMIS is its standalone committee. HMIS is more nuanced and challenging but important work.
 - iii. If it is a standalone committee, there should be more interfacing between Systems Impact and CoC Compliance Committee so there is no duplication of work.
 - b. The committee deliberated whether the HMIS oversight should be a subcommittee of the System Impact Committee or the CoC Compliance Committee.
 - i. Even though a lot of the HMIS Committee's work is compliance related, their aspirations live more in the System Impact Committee.
 - ii. Committee members consider having a joint subcommittee that works with both committees.
 1. Should consider creating a structure where people do not have to attend a lot of meetings.
 - iii. Whether it is a subcommittee or standalone committee, it will still need staffing.
 - c. Kirsty Greenwalt (consultant) reminded the group that a standalone committee will need 11-13 members and will need to reach a quorum.
 - i. Members discuss that even though having members with lived expertise will be great, it may be challenging to find 1/3rd of people with lived expertise for this committee. It's difficult finding people

overall for this work.

- ii. Subcommittee may be more flexible since there isn't a specific number of members needed.
- d. Nic Ming (Co-Chair) stated that whether it is a subcommittee or stand-alone committee, it is critical that the committee needs to have the authority to enact policies and measures that will lead to a stronger system across the board.
 - i. Jonathan Russell (BACS) agreed and wondered if there is a way to have a subcommittee that is empowered.
- e. Daniel Cooper (City of Oakland) asked what are the thoughts of the HMIS lead?
 - i. Alex Baker (HMIS team) answered that everyone has valid points. His concern is that if the HMIS Oversight Committee gets folded and becomes a subcommittee, then the committee's work may get lost in the shuffles of other tasks. If it does become a subcommittee, then there needs to be effort to make sure that the work of this body is highlighted and addressed.
- f. Tunisia Owens (FVLC) asked the committee if they have enough information to move forward on where it should live in the governance structure
 - i. Jonathan Russell (BACS) said he prefers the subcommittee model since it provides the efficiency the group needs.
 - ii. Mike Keller (Co-Chair) agreed with Jonathan and shared that if the subcommittee can't make decisions, then it should be standalone.
 - iii. Nic Ming (Co-Chair) supports it being a subcommittee and for it to be empowered, it would serve best under the System Impact Committee.
 - iv. The members also consider it being a joint committee so that they
- c. **Jonathan Russell (BACS) made a motion that new HMIS Oversight Committee be a joint subcommittee of the Systems Impact and the Compliance Committees, with the core membership representing both of those committees in order to have a quorum and but not be exclusive and have the ability to report directly to the Leadership Board. Mike Keller (Chair) seconded the motion**
 - a. ***4 approved. 0 opposed. 0 abstained.***
 - b. ***Motion passed.***

5. HMIS Lead Updates (Alex Baker)

10:20 - 10:30

Privacy and Security Policies and Training

- a. Alex Baker (HMIS team) shared that there is a policy and procedural manual that needs to be updated and they will have a final draft.
- b. All the old information will be pulled off the HMIS website. New slide decks, training

materials, privacy notices, and all things that pertain to privacy and security update will be uploaded by the end of the month.

- c. Another goal is to have all users start training in September. The communication will go out to the HMIS user group from the HMIS team.
- d. By the end of the year, all users and agency liaisons should be updated on the new privacy and security policy

Policy for closing out HMIS tickets for latent response

- a. Alex Baker (HMIS team) shared that there is a new policy for the closing of HMIS tickets that have a late response. The HMIS team will communicate to the users and share the policy with them at the user group meeting at the end of this month.

User group meeting

- a. Alex Baker (HMIS team) shared that they are taking feedback from Agency Liaisons and users about the structure of user group meetings. There is potentially more support coming from Bitfocus to help do training for user groups when they come on board.
 - a. Nic Ming (Co-Chair) asked to consider the document that was created by ICF in the workgroup to process clients requesting their HMIS information.
 - b. Alex Baker (HMIS team) confirmed that information has been included in the privacy and security work.
- b. Kate Haverly (Acting Executive Director) shared that in workgroup Michelle and Mike created a tip sheet for data quality cleanup for renewal projects for the NOFO. Alex's team will be sending an email to the HMIS liaison with that tip sheet to let them know that the APR will be pulled on August 16th, due to short timeline of the NOFO.
 - a. Nic Ming (Co-Chair) acknowledged the people who have contributed thought partnership to the workgroups. They expressed their appreciation for the people contributing to the work.

6. Work Group/ICF TA Update (Nic Ming/Mike Keller): 10:30 – 10:40

July Workgroup meetings and progress – update

Reminder of date/time for participation (Thursdays at 1 PM)

- a. *Did not get to this item due to time constraints*

7. Agency Onboarding Questionnaire and Policy (Alex Baker) 10:40 - 10:50

Update and Action Item

- a. Katie Haverly (Acting Executive Director) shared the proposed policy for evaluating agency requests to join Alameda County's HMIS.
- b. Tunisia Owens asked that if we changed with the new governance structure, do we need to change the name in that document?
 - a. Katie Haverly (Acting Executive Director) acknowledged that it would be a

natural step with a lot of our policies.

c. Jonathan Russell (Chair) made motion to approve and adopt the policy. Mike Keller (Chair) seconded.

a. 4 approved. 0 opposed. 0 abstained.

b. Motion passed.

8. Data Quality Plan - Pilot of Funder Liaison Role (Nic Ming)

10:50 - 10:55

Update

a. Did not get to this item due to time constraints

9. Upcoming HMIS OS Committee Reporting to Other Committees

None at this time

Proposed items for September 14 meeting (Mike Keller)

10:55 – 11:00

- Review data quality and occupancy reports
- Review/update/finalize training curriculum
- Review/update Communications Plan
- Check in what we should prioritize in September,
 - Nic Ming (Co-chair) commented that the second item should be the top priority and co-chairs will look to check in with Alex to prepare materials. For the data quality that will get fleshed out in the training piece.