



## HMIS Oversight Committee Meeting

### Agenda

October 12, 2022

9:00 a.m. – 11:00 a.m.

#### Attendees:

Mike Keller (East Oakland Community Project), Alex Baker (HCD), Michelle Ogburn (Abode Services), Suzanne Warner (HCSA), Tunisia Owens (Family Violence Law Center), John Noe (HCD), Carina Lieu (OHCC), Jonathan Russel (BACS)

EveryOne Home Staff (EOH): Rachel Rios-Richardson, Katie Haverly, Nelene DeGuzman

Absent: Nic Ming (Social Action Wheel), Josh Jacobs (City of Berkeley),

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**
  
2. **Approval of Meeting Minutes, 9/14/22** (Mike Keller) **9:05 – 9:10**  
*Action Item*
  - Mike made motion to approve. Michelle Ogburn seconded.
    - i. Roll call vote
      1. Mike-yes
      2. Michelle- yes
      3. Suzanne- yes
      4. Tunisia-yes
  - *Motion passed*
  
3. **HMIS Oversight Public Comment** (Mike Keller) **9:10 – 9:20**
  - No public comment
  
4. **Governance Transition Updates** (Rachel/Katie) **9:20 – 9:35**
  - The Leadership Board approved the HMIS Committee’s request to be a standalone committee at the 9/22 meeting
  - Recruitment and timeline updates
    - The Nominations Committee and Racial Equity Workgroup have worked on the call to interest and application materials for new committee members. This has not been sent out yet, given the current unknowns about staffing.
  - Staffing updates:
    - EOH submitted an appeal to the decision to the county regarding the RFQ

and the appeal was denied. EOH then submitted a second level appeal on 10/11/2022.

- EOH is reaching out to the provider that was awarded the contract, Homebase, to have a parallel track for transition planning.

#### **5. HMIS Lead Updates (Alex Baker)**

**9:35 – 10:05**

- Privacy and Security Policies and Training
  - Anticipating launching the first week of November.
  - Currently in the testing phase, the team is working on testing the training materials.
- Agency Onboarding Questionnaire/Policy
  - Has been approved, currently updating google form with onboarding questionnaire. The new form should be live by end of day.

#### **6. Work Group/ICF TA Update (Mike K):**

**10:05 – 10:25**

- Work group meetings will continue on Thursdays at 1pm, after pausing for a few weeks. October 20<sup>th</sup> is the next scheduled meeting.
- Update on Pilot of Funder Liaison Role (upcoming discussions with potential liaisons)
  - Will convene two sessions in the last week of October to discuss funder liaison role, rolling out work, and getting feedback on a pilot of this role from funders.
  - Sessions will be 10/26 from 3-4PM and 10/27 from 1-2PM.

#### **7. Data Quality Discussion**

**10:25 – 10:45**

##### *Training Topic Needs*

- The goal is to start compiling list of topics and needs for training.
- Tunisia suggested adding training on how to ask questions when working with survivors of gender-based violence.
- Michelle added the topic of the art of case management and also how we are entering and recording service expenses (documentation of best practices).
- Alex and Mike brought up the technical side of learning to spot when there are inconsistencies, and then a follow up of how to approach that with a client
- Michelle proposed longitudinal systems analysis (LSA) as a training topic.
- Mike suggested a walkthrough of some of the most common canned reports (APR, program roster for example).
- Mike and Michelle proposed organizing existing trainings (From BitFocus etc.)
- Rachel brought up having quick resources available, examples being FAQ sheets or short videos.
- John Noe suggested trainings in basic computer and technical skills.
- Mike noted often people have either technical skills or case management skills while Michelle noted the priority is often hiring people with lived experience who will have the interpersonal skills.
- Mike suggested putting on agenda talking about overlapping enrollments as a topic on its own.
- Rachel noted the importance of using an inclusive lens in developing these trainings.
- Jonathan brought up the relationship between burnout and administrative demand.
- There was discussion around pros and cons of having data entry/technical specific

support positions separate from those working on case management.

- Discussion turned to needed improvements for support of frontline staff.
- Mike suggested continuing this conversation in the workgroup to try and prioritize, divide and categorize the list to turn topics into action items

**8. HMIS Lead Monitoring – Annual Requirement (Alex): 10:45 - 10:50**

*Brief update*

- The HMIS Lead has reviewed the tool internally and will meet later this week to complete the internal assessment of progress.
- The HMIS Lead will bring back their responses to the Committee.

**9. Upcoming HMIS OS Committee Reporting to Other Committees 10:50 - 10:55**

- Michelle asked for an update on the inferred consent policy, and whether it had been brought for review by any of the committees. Suzanne stated that it had been brought to the HUD CoC Committee for review.

**10. Proposed Items for November 9 meeting (Mike Keller) 10:55 – 11:00**

- Review data quality and occupancy reports
- Bitfocus update
- Report out on HMIS Lead monitoring
- Review/update/finalize training curriculum
- Feedback/input from users, funders, consumers
- Review/update Communications Plan
- Review HMIS Lead Work Plan Progress
- Development of HMIS Committee workplan for FY 2023
- Update on funder liaison sessions