



HMIS Oversight Committee Meeting Minutes

November 9, 2022

9:00 a.m. – 11:00 a.m.

Attendees: Mike Keller (East Oakland Community Project), Nic Ming (Social Action Wheel), Alex Baker (Alameda County Housing and Community Development), Josh Jacobs (City of Berkeley), Jonathan Russel (Bay Area Community Services), Suzanne Warner (Alameda County Healthcare Services Agency), Tunisia Owens (Family Violence Law Center), Suzanne Campillo (Alameda County Housing and Community Development), Andy Duong (Alameda County Housing and Community Development), Carina Lieu (Alameda County Healthcare Services Agency)

EveryOne Home Staff (EOH): Katie Haverly, Nelene DeGuzman

Absent: John Noe (HCD), Michelle Ogburn (Abode Services)

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, 10/12/22** (Mike K) **9:05 – 9:10**
Action Item
 - a. Mike Keller made a motion to approve the minutes, Suzanne Warner seconded the motion.
 - b. Roll Call Vote:
 - i. *Suzanne Warner-yes*
 - ii. *Mike Keller- yes*
 - iii. *Nic Ming-abstained*
 - iv. *Josh Jacobs-abstained*
 - v. *Jonathan Russel-abstained*
 - c. Motion passed

3. **HMIS Oversight Public Comment** (Mike K) **9:10 – 9:20**
 - a. No public comment.
 - b. Katie Haverly provided an update on the second appeal and transition plan to Home Base. No timeline for the second appeal.

4. **HMIS Lead Updates** (Alex Baker) **9:20 – 9:30**
Privacy and Security Policies and Training

- a. Alex Baker provided the update that the privacy and security training is live, noting that he and his team have been fielding a lot of questions and some pushback from agencies.
- b. Alex requested that future rollouts be implemented by both the HMIS OS Committee and HMIS Lead rather than just the HMIS Lead. This would likely be better received with less pushback. The group agreed it would show more unity and cohesiveness within Alameda County.
- c. One suggestion was to have an HMIS OS Committee representative present at the user group meetings.

5. HMIS Lead Monitoring – Annual Requirement (Nic Ming/Mike K/Alex): 9:30 – 10:00

Action Item

- a. HMIS Data quality action plan is in progress. When complete, the HMIS Lead will share the plan with OS committee workgroup.
- b. The group clarified that the CoC data quality plan was completed by the HMIS committee and the HMIS team is working to operationalize the larger plan (the HMIS Data Quality Plan) in terms of action items and the goal is to complete this plan by the end of December.
- c. The group suggested adding a public comment period for the Data Security Plan for review to ensure HUD compliance.
- d. Details were captured in the HMIS Lead Agency Monitoring Tool.
- d. Nic made motion to approve the HMIS Lead monitoring, Mike seconded the motion.
- e. Roll Call Vote:
 - vi. *Suzanne Warner-yes*
 - vii. *Mike Keller- yes*
 - viii. *Nic Ming-yes*
 - ix. *Josh Jacobs- yes*
 - x. *Jonathan Russel- yes*
 - xi. *Tunisia Owens-yes*
- f. Motion passed

6. Work Group/ICF TA Update (Nic Ming/Mike Keller): 10:00 – 10:15

- a. Mike provided an update that the Funder Liaison Pilot has had two sessions. Around three attendees came to the previous sessions; looking to roll out the pilot in January.
- b. The work group is loosely planned to continue into December; the full schedule has not yet been determined.
- c. Mike shared the announcement of an opportunity to get community feedback on HUD's proposed changes to [*HMIS data elements*](#).
- d. Mike and Suzanne shared updates on longitudinal systems analysis reporting. Reports are in the process of being updated and they have continued to review the data and get feedback.

7. Data Quality and Occupancy Reports (John Noe/Mike K) 10:15-10:40

- a. Nic noted that previously the reports have been reviewed in a vacuum as opposed to connecting the reports with actionable steps. The ideal scenario would be for the HMIS team to look at the reports, identify issues and have conversations with agencies responsible for issues observed.

- b. Mike agreed, reiterating that in the past there was no analysis so reports would be reviewed but no steps would be taken to improve data quality based on report findings.
- c. Alex suggested the creation of a summary report for ease of review.

8. Development of HMIS Committee workplan for FY 2023 **10:40-10:50**

Discuss next steps

- a. This item was tabled for another meeting.

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

- a. HMIS Lead Monitoring Tool will need to be presented to the CoC at the Leadership Board meeting in December. Mike noted he could come as a representative.

10. Proposed Items for January 18 meeting (Mike Keller) **10:55 – 11:00**

No scheduled meeting in December

- Finalize HMIS Committee workplan for FY 2023
- Additional items TBD