

**HMIS Committee
Minutes
December 18, 2024
9:00am-11:00am**

[Join Zoom Meeting](#)

Phone: 1 669 900 6833

Meeting ID: 878 7444 0338

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.

Helpful links:

- **Google drive folder** for the HMIS Committee:
<https://drive.google.com/drive/folders/1wQ38BndcxwyycXV49yH9yjr9bceWd5fW?usp=sharing>
- **Website page** (on EveryOne Home website) for the HMIS Committee:
<https://everyonehome.org/about/committees/hmis-committee/>
- **Acronym List:** https://docs.google.com/spreadsheets/d/1I8hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPIbwy8/edit?usp=drive_link
- **Alameda County HMIS website:** <https://alameda.bitfocus.com/>
- **Alameda County data dashboard:**
https://homelessness.acgov.org/data_homeless_response.page

Committee Purpose

The purpose of HMIS Committee is to support the effective operation and oversight of the CoC's Homeless Management Information System (HMIS), as required by HUD's CoC Program Interim Rule at 24 CFR 578.7 and to meet data management infrastructure needs. Learn more about the Committee's purpose [here](#).

Are you getting the HMIS newsletter? Make sure you and your agency leads are getting the newsletter! <https://alameda.bitfocus.com/newsletters> .

Meeting Purpose / Overview

The focus of this month's meeting will be to review the draft 2025 work plan the committee co-chairs, HMIS lead team, and Homebase facilitators have prepared. We are hoping to gather feedback from the committee to update and enhance the plan with the goal of having the committee vote to approve the final plan at the January meeting.

You can submit written comments and feedback before or after our December using this [survey](#).

Agenda

1. Welcome and Introductions

- Please come off mute and/or put in the chat your: Name, pronouns, affiliation (organization, etc.).
- Ground Rules

2 Approval of minutes, 11/20/2024

- Homebase distributed the meeting minutes (meeting minutes are the written record of our monthly meetings) from the November 20th HMIS Committee meeting for committee members to review on November 22nd.
- The draft minutes have also been posted in the HMIS's [google drive folder](#).
- This time is held for committee members to let us know if they believe the minutes to do not accurately capture the discussion items from the September meeting and need to be amended.
- You may also email Homebase at jose@homebaseccc.org and matthieu@homebaseccc.org copying alameda@homebaseccc.org, if you see anything in the draft minutes that are distributed following today's meeting that should be amended.

Minutes approved with no changes.

3 HMIS Committee Public Comment (Co-Chairs)

- Public Comment will be taken at the beginning of each meeting and is limited to 2 minutes per person.
- Homebase has created a public comment tracker where public comments across CoC meetings will be recorded.
- Comments will be directed to the appropriate CoC committee or County staff.

No comments.

- **Announcements** (Homebase)
 - **Removing Jargon from Meeting Spaces**

- Please use the whole word not just the acronyms. These spaces are intended to be open and welcoming for anyone unfamiliar with the housing world jargon.
- **Please feel free to ask for clarification if a speaker uses language or terms that you don't understand.**
- Homebase/chairs/others will step up in providing more guidance around supporting this meeting norm
- Call for Racial Equity Liaison
- **Krsna Hare: I am interested in being the Racial Equity Liaison**
- **Jose: I will add you as a candidate. We will be voting on this in January if anyone else would like to nominate themselves they can do so through email (jose@homebaseccc.org; matthieu@homebaseccc.org).**

4 Ice Breaker (Homebase)

- In this activity, we'll break into small groups and come up with 10 things we all have in common that aren't related to work. It could be anything from hobbies to everyday experiences. Once we have our list, each group will share theirs with everyone else and have us connect as a committee. As we move forward, committee meetings will regularly have ice breaker activities that relate to racial equity. Hopefully this can serve as a teaser for the next year! These activities will be designed by our Racial Equity Committee and facilitated by our Racial Equity Liaisons.

5 Fall Community Meeting Feedback (Homebase)

- Thank you to everyone who attended the Fall Community Meeting.
- We are in the process of consolidating all the feedback that we've received.
- In an effort to make sure we are getting as much feedback from as possible, we are holding 5 minutes on today's agenda to allow committee members to respond to the [Community Meeting Feedback survey](#).

• Draft 2025 Committee Work Plan Review

Committee Discussion and Feedback:

- **Alex: Presenting the evaluation tool to the leadership board for approval was not a previous practice. Usually, the committee would review based on what HUD recommended for evaluation.**

The committee would then look based on community needs what we should add to the tool. As programs grow, we need to make sure the tool reflects what the HUD standard requires to be done. It was never taken to the Leadership Board for approval as the committee already has the authority to determine what the tool should encompass.

- **Jose:** That is good clarification. We were thinking about taking the tool just for the Leadership Board to be aware of what we are covering, and we will adjust the plan to make sure the language reflects your comments.
- **Alex:** Thank you!
- **Shelly:** I am really excited about all the work that we are planning to do, we are finally going to be action oriented. I really look forward to this next year!
- **Jose:** We also want to mention that through this work plan homebase is trying to step back and empower the committee to do the work and for homebase to serve in just a supporting capacity.
- **Mike:** Can we look at the work plan again? I think it looks great.
- **Alex:** Can we talk through the idea of office hours? Who would need to be there? What will we be talking about?
- **Jose:** Our thought is they are optional. If a new project comes up then we would be able to give an introduction and help people who don't have the knowledge catch up to actively participate.
- **Julia Judge:** Can we put in full name of committees in work plan? I really like how the work plan looks otherwise! My second question is how do the report outs work?
- **Jose:** Our plan is to draft ideas on what other committees could work on to support our goals. We would likely be drafting memos to the other committees with recommendations.
- **Matt:** The committees we chose to collaborate with over the next year are also a result of prior discussions with the committee on where data issues lie. We discussed that shelter, outreach, rapid rehousing, and permanent supportive housing providers need support. This is also how we identified our plan for the year. In regard to Standards Compliance and funding, this year they plan to determine what performance measures they want providers to be scored on in determining funding so this is the chance for HMIS committee to provide their recommendations around data quality to be tied to funding.
- **Alex:** Would like more funders to require providers they fund use the HMIS to track and report on the clients served
- **Julia:** If we have agencies and orgs that use other data systems besides HMIS, can we import data into the HMIS

- **Alex: YES! but it's not always a one-to-one transfer so there would be a need for providers to clean up the data. The cleanup process has been a barrier to making that work. The HMIS team does look for avenues to make this work. There is a larger issue to address which is do agencies have the funding/staff to correct the information and match it accurately.**
- **Jose: Here is an example of the way we do want to modify the work plan, so it is more user friendly. We will be presenting it in this format to hopefully solicit more feedback.**
- **Mike: Looks great!**

Committee Members

Alex Baker	HMIS Lead / OHCC	
Daniel Scott	Alameda County / OHCC	
Deidre Wan	Berkeley Youth Affiliates	
Greta Monares	City of Oakland	
Jared DeFig	Wood Street	
Josh Jacobs	City of Berkeley	
Julia Judge	Bay Area Community Services	
Martha Elias	CES Entity / HCSA	
Michelle Ogburn	Abode	
Mike Keller	EOCP	
Patrick Anderson	Emerging Leaders Program; Podcaster (The Intelligent Human Voice)	
Shatae Jones	Alameda Alliance	
Shelly Haynes	City of Livermore	

Resources:

- [Alameda County HMIS website](#)
- [Newsletter sign up](#)
- [Get Access to the HMIS System](#)
- [Get Trained on the HMIS System](#)
- [Find out about HMIS User Group Meetings](#)
- [Get HMIS Materials and Support](#)
- [HUD Data Standards](#)
- [Data Quality Corrections Reference Guide](#)