

**HMIS Committee
Draft Minutes
February 18th, 2026
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/118hFMAU2IE-FqYmK8TZ9Hp40vmS1zRck9EBEbPlbwy8/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 February HMIS Committee meeting will serve to support continuous improvement of HMIS data quality by reviewing quarterly performance, refining workgroup priorities, and setting direction for the Committee's 2026 work plan.

Agenda

1. **Welcome and Introductions** (Co-Chairs)

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

2. **HMIS Committee Public Comment** (Co-Chairs)

- No public comment.

3. **Approval of minutes, 12/17/2025** (Co-Chairs)

- Minutes approved.

4. **Announcements** (Homebase)

- Homelessness Prevention Program Dashboards:
 - The Housing Stability and Homelessness Prevention (HSHP) Committee has created dashboards of Homelessness Prevention Programs in Alameda County. There are two dashboards:
 - Homelessness Prevention Landscape Dashboard: A dashboard focused on the landscape of prevention programs in Alameda County, including how they are funded. System leaders and funders who will use this dashboard when making decisions about policy, funding, etc.
 - Homelessness Prevention Resource Guide Dashboard: A dashboard for community members and service providers who will use the program information to identify resources that will help households to prevent homelessness.
 - The dashboards are available on the HSHP Committee page on the EveryOne Home website.
- New resource: Homebase staffing for 2026: As we look to the new year we wanted to give an updated staffing directory! We've had the request to make this kind of document as we know it can be hard to know who to contact for what purpose on the Homebase team. It's located two different places on the website ("CoC Member Resources" here and "Get Involved" here) and located in the "Resources and Information" folder of the CoC Google Drive (linked here).
- New resource: CoC Membership Roster: Another new resource is this Google Spreadsheet of all of our committees, voting members, staff, and term dates! If you want contact information of a voting member, please reach out to alameda@homebaseccc.org to request that. The rosters for each committee are already public on the website, but we have been asked to create this type of one-stop-shop document for our voting members.
 - You can find it in the "Resources and Information" folder of the CoC Google Drive (linked here)

Minutes:

Item: Vote to seat Josh Jacobs as HMIS Committee Co-Chair.

- Josh Jacobs volunteered to serve as Co-Chair following Shelly Haynes' departure from the role.
- No additional nominations were received.
- Motion made by Shelly Haynes to seat Josh Jacobs as Co-Chair.
- Motion seconded by Michelle Ogburn.
- Josh Jacobs was officially voted in as HMIS Committee Co-Chair.

5. **HMIS Data Quality Quarterly Report Out**

The HMIS team will provide an overview of the last Quarterly Data Quality report.

Minutes:

Street Outreach Exit Timeliness

- A committee member raised concern that street outreach programs use auto-exit, making timely exit entry difficult to improve.
- Suggestion was raised to potentially remove street outreach exits from timeliness calculations.
- HMIS team noted the issue may require committee-level discussion and leadership review.

Utilization Metrics

- An attendee requested demographic breakouts (race, age, especially transition-age youth).
- Concern raised that utilization may appear artificially high for smaller target populations due to limited bed availability.
- Discussion highlighted difference between utilization and unmet need.
- A committee member emphasized that unmet need is not currently tracked.

HMIS team confirmed demographic data is available but not currently integrated into this report.

6. **HMIS Data Quality Workgroup Report Out**

The Data Quality Workgroup will present a follow-up to its December findings. The previous discussion provided valuable guidance in refining the Workgroup's direction and identifying priority workstreams for the Committee moving forward.

Minutes:

Privacy & Data Retention

- A committee member raised question about seven-year data retention standard and whether historical data is being deleted or de-identified.

- Concern flagged for further review, potentially involving BitFocus and system-level privacy policies.

Raising Awareness

- Committee discussed how to improve awareness of existing resources.
- Suggestion: Integrate resource reminders into User Group trainings.
- Concern raised that information may not be reaching frontline staff consistently.

Role Clarity

- Discussion emphasized need to clarify:
- What HMIS Lead is responsible for (system training, help desk).
- What agencies are responsible for (supervision and data entry compliance).
- Item will inform 2026 work planning discussion.

7. HMIS 2026 Work planning

As we close out 2025, we would like to hear what the committee would be interested in focusing on for the next calendar year. Committee members are welcome to present ideas or areas of focus for the group to discuss.

Minutes:

Emerging themes for potential inclusion in 2026 Work Plan:

- Raising awareness of HMIS resources.
- Improving timeliness for annual assessments.
- Evaluating street outreach timeliness metrics.
- Exploring unmet need measurement.
- Clarifying privacy/data retention standards.
- Supporting rollout of new Data Quality Dashboard.
- Further refinement of work plan to occur in subsequent meetings.

Committee Members

Alex Baker	HMIS Lead / OHCC	
Alexis Chettiar	Cardea Health	
Daniel Scott	Alameda County / OHCC	
Deidre Wan	Berkeley Youth Affiliates	
Greta Monares	City of Oakland	
Jared DeFig	Wood Street	
Josh Jacobs	City of Berkeley	X
Julia Judge	Bay Area Community Services	X
LeaJay Harper	Woodstreet Commons	
Melissa Moore		

Michelle Ogburn	Abode	X
Patrick Anderson	Emerging Leaders Program; Podcaster (The Intelligent Human Voice)	X
Shatae Jones	Alameda Alliance	
Shelly Haynes	City of Livermore	X

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](#)