

**HMIS Committee  
Minutes  
August 20, 2025  
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-FqYmK8TZ9Hp40vmS1zRck9EBEbPIbwy8/edit?usp=drive\\_link](https://docs.google.com/spreadsheets/d/118hFMAU2IE-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](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

Today's meeting brings the HMIS Committee together to review ongoing work to strengthen Alameda County's HMIS governance, data quality, and overall system capacity, and to discuss potential adjustments to the committee's structure and operations. We will hear updates on technical assistance efforts, including the development of an HMIS Roles and Responsibilities Matrix and Data Flows Chart, explore ideas such as shifting to bi-monthly meetings and launching quarterly HMIS Office Hours, and consider the Leadership Board's request to assess potential committee consolidation with the System Impact Committee. This discussion will help

clarify priorities, ensure the committee's work remains focused and impactful, and guide next steps in supporting effective HMIS administration for the CoC.

## Agenda

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

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

### 2. **Approval of Minutes** (Co-chairs)

- Prior today's meeting, Homebase distributed the meeting minutes (meeting minutes are the written record of our monthly meetings) from the July HMIS Committee meeting for committee members to review.
- 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](mailto:jose@homebaseccc.org) and [matthieu@homebaseccc.org](mailto:matthieu@homebaseccc.org) copying [alameda@homebaseccc.org](mailto:alameda@homebaseccc.org), if you see anything in the draft minutes that are distributed following today's meeting that should be amended.

### 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.

### 4. **Announcements** (Homebase)

- The HMIS Lead Team has started the self-evaluation, using the tool the committee reviewed and approved.
  - We plan review the completed self-evaluation tool with the committee at the September meeting.
- The HMIS Data Quality Workgroup has started provider interviews and has received 24 responses to the survey completed by providers who were interested in giving feedback but did not have the capacity to participate in an interview.
  - The Workgroup plans to update the full committee at the September meeting.

If you would like to participate in an interview or complete the survey, please email Jose ([jose@homebaseccc.org](mailto:jose@homebaseccc.org)) and Matt ([matthieu@homebaseccc.org](mailto:matthieu@homebaseccc.org)).

5. **Strengthening Data Capacity and HMIS Governance in Alameda County** (Melissa Mikel, Grant Tuioiti, ICF and Alex Baker, HMIS Lead Team)

The HMIS Lead Team and ICF will share updates on recent technical assistance efforts to enhance Alameda County's HMIS and data infrastructure. The presentation will cover new tools, including a Roles and Responsibilities Matrix and HMIS Data Flows Chart, and outline how these resources support clearer governance, stronger data quality, and more effective system-wide data use.

Notes:

- Members expressed appreciation for the new roles/responsibilities matrix and flow chart clarifying accountability and data flows.
- A committee member raised that while the visuals show back-end processes, they do not capture whether individuals actually receive outcomes or support. He emphasized the need to ensure that Black and Brown men, veterans, and others who enter HMIS but do not receive help are visible in reporting.
- This led to discussion about where outcomes for individuals appear (e.g., APR, LSA, HUD reports). Staff explained these reports allow tracking of exits and outcomes, but acknowledged gaps in ensuring follow-up and accountability.
- Folks discussed the need for a stronger system-level follow-through and a reminder that the tools must ultimately serve the person with lived experience.
- Members requested that the visuals be shared widely as a community reference tool.

6. **Quarterly Data Quality Report - Report Out** (HMIS Lead)

- Quarterly Data Quality and Occupancy Report

Notes:

- Discussion focused heavily on timeliness, completeness, and overlapping enrollments.
- A committee member asked how timeliness is calculated (e.g., if data entry happens after a Friday intake). Staff clarified HUD's standard is business days but committed to verifying how Clarity tracks. Best practice discussed: enter data before leaving for the day to avoid delays.
- A committee member questioned whether overlapping enrollments referred only to housing. HMIS staff clarified it includes all program enrollments (often duplicate entries due to start/end date changes). Committee member suggested reviewing overlapping data more frequently (monthly/quarterly), not only during LSA.
- There was discussion of utilization rates (beds/capacity). Members noted high utilization is positive but wanted it pushed even higher.
- A committee member asked how benchmarks are set; staff confirmed they are based on HUD standards, with slightly higher internal targets. When goals aren't met, the HMIS team develops follow-up plans with agencies.

## 7. CoC Restructure

- Committee members will discuss potential adjustments to the HMIS Committee’s structure and operations as part of a broader CoC-wide review of committees. Topics will include ideas to strengthen the committee’s focus, such as shifting to bi-monthly meetings and introducing quarterly HMIS Office Hours, as well as the Leadership Board’s request to explore a potential merger with the System Impact Committee.

### Notes:

- Discussion centered on the proposal to merge the HMIS Committee with the Systems Impact Committee into a broader Data Committee.
- Members generally supported bi-monthly meetings and quarterly structured HMIS office hours to reduce duplication, prepare more meaningful agendas, and provide space for Q&A. Multiple members stressed that office hours need to be intentional and structured, not casual drop-ins, with questions submitted in advance.
- Committee members welcomed consolidation as a way to streamline and improve efficiency.
- Members agreed that office hours could also serve as prep or deeper-dive sessions (e.g., reviewing acronyms, data definitions, or exploring recurring issues like outreach exits).
- Broader input suggested the restructure could increase participation, reduce duplication, and create stronger alignment between HMIS operations and system outcome analysis.
- Homebase staff clarified that no decision is final; any governance change would be brought to the October community meeting for a full vote.

## Committee Members

Alex Baker	HMIS Lead / OHCC	Present
Alexis Chettiar	Cardea Health	Present
Daniel Scott	Alameda County / OHCC	Present
Deidre Wan	Berkeley Youth Affiliates	Absent
Greta Monares	City of Oakland	Absent
Jared DeFigh	Wood Street	Absent
Josh Jacobs	City of Berkeley	Present
Julia Judge	Bay Area Community Services	Present
LeaJay Harper	Woodstreet Commons	Present
Melissa Moore	RISE	Absent
Michelle Ogburn	Abode	Present
Patrick Anderson	Emerging Leaders Program; Podcaster (The Intelligent Human Voice)	Present
Shatae Jones	Alameda Alliance	Absent
Shelly Haynes	City of Livermore	Present

## 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](#)