Sonoma County HMIS/Data Committee
Agenda for June 13, 2022
10:00 AM – 11:30 AM Pacific Time

Virtual Public Meeting Information:

https://sonomacounty.zoom.us/j/95267110658?pwd=U1ZHNit6ZHZ2NmtKcklDcFc1NnRqdz09

Passcode: 592232

Or Telephone: 669-900-9128
Webinar ID: 952 6711 0658

	Agenda Item	**Presenter**	**Approx. Time**
	Welcome and roll call	Chair	5 min
1.	Approve May 9 meeting minutes	Chair (Action Item)	5 mins
2.	Discuss proposed Evaluation Plan language changes	Chair (Action Item)	20 mins
3.	Discuss possible changes to program intake data sharing and re-use	Staff (Potential Action Item)	45 mins
4.	Public comment for items not on the agenda		

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the Board email daniel.overbury-howland@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Committee members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Committee Chair based on agenda scheduling demands and total number of speakers.

HMIS Committee Meeting

May 9, 2022
10am, Zoom

Meeting Recording:

[HMIS Committee - Zoom](#)

Topic: HMIS Committee

Start Time: May 9, 2022 9:54 AM

1. **Welcome and Introductions**
    - Time called to order at 10:02 am by Daniel Overbury-Howland
    - Roll Call was taken:
        - *Present: Jenny Helbraun-Abramson; Shannon Wiseman, COTS; Margaret Sluyk, Reach for Home; Dennis Pocekay, City of Petaluma; Heather Sweet, SAY; Karla McLaren, LEAP; Sasha Cohen, City of Santa Rosa; Sara Hunt,*
        - *Absent: Joseph Hegedus, DHS IMDT, Lindsey Hazelwood, Catholic Charities*
    - Staff member present summary of their introduction: Adam Siegenthaler, Daniel Overbury-Howland

Public Present: none

2. **Approval of Minutes**
    - ***Jenny Abramson motioned to approve April 11, 2022 minutes and Dennis Pocekay seconded with the modification of the words, "Board Members".***

    Ayes: Workgroup, All
    Noes: Workgroup, none
    Absent: Joseph Hegedus, DHS IMDT, Lindsey Hazelwood, Catholic Charities
    Abstain: None
    The motion passed.

3. **Updates on ongoing and past agenda items.**
    - **Lead Agency Evaluation Plan & Quarterly Compliance Checklist**

- Both documents were approved by this committee and need to go to the board for final approval. Were delayed due to not being in HUD compliance and other priorities. Daniel is working through the information. What was approved was very basic and covered compliance, but not success. Does not get at performance and continuous improvement. Will revisit.
- Big operation with not a lot of staff to get through all the challenges. Giant project for the scale of staffing. We need to take questions on from public when it comes up.
- Also, questions around conflict of interest and who should be running the plan. Will come back to the committee at a later date.

- **Changes to HMIS Client Release of Information (ROI) Form**
  - Issues with clients wanting to be anonymous and double dipping. After discussion and feedback from committee members including public comment. Uncovered that we have separate ROIs and might not need two documents. More efficient to have one document combined for entire system. Currently being explored with CE and other interested parties and will come back to committee with recommendation.
  - Need to understand that people have a hard time with trust with their information.

- **Open HMIS (Program Intake Use)**
  - Two items: centralized housing plan system-wide (Currently with another workgroup) and idea of reusing intake assessments versus going through the intake process over and over.
  - Need to answer how long the assessment would be valid for. Discussion: Client facing system was talked about. Sometimes people don't realize information has changed until they are asked the specific questions. Currently data entered the agency owns the data. Release is good for 2 years. Each enrollment requires a new release.
  - There is not a specific timeline for a decision.

Public Comment on items above: Lauren Koenigshofer wondered how to get more training to staff based on previous comments.

- **Dennis Pocekay motioned to put open HMIS (Program Intake Use) on the table for discussion and draft recommendation. Margaret Sluyk seconded the motion.**

Discussion: Jenny Abramson pointed out that documents would need legal review. Daniel said Open HMIS (Program Intake Use) would be ready for recommendations. Jenny asked for staff opinion about what is ready and the time it will take.

Ayes: Workgroup, All
Noes: Workgroup, none
Absent: Joseph Hegedus, DHS IMDT, Lindsey Hazelwood, Catholic Charities
Abstain: Jenny Helbraun-Abramson
***The motion passed**.*

4. **HUD Stella – P workshop updates**
    - Looks at equity in the system and certain data points to see if any group is underserved. Raising awareness for diversity and equity in the HMIS to make sure it's being entered appropriately.

Public Comment: None

5. **Public Comment for items not on the agenda**

The following members of the public made comments during this time:

Public Comment: None

6. **Adjournment**

   Next meeting is June, 13, 2022 at 10 a.m.
   Meeting end time: 11:10 am