HOMELESS SERVICES OVERSIGHT COUNCIL
HSOC FINANCE AND DATA COMMITTEE MEETING
November 4, 2019, 10:00-11:30am
Department of Social Services
Room 358

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS	
Devin Drake Jessica Thomas Sstoz Tes	Shay Stewart	Laurel Weir Jessica Lorance Mark Lamore Ty Ulrey	
AGENDA ITEM		**CONCLUSIONS/ACTIONS**	**FOLLOW UP**
1. Call to Order and Introductions of Guests	Devin welcomed the group and introductions were made.		
2. Public Comment	NA		
ACTION/INFORMATION/DISCUSSION			
3.1. Discussion Item: 2021 Homeless Point in Time Count	Laurel shared with the group that we need to start planning for the 2021 Point in Time Count. Laurel explained the timeline regarding the Request for Proposal process as well as contractor selection. It is recommended to have the recommendation ready to go before the Full Homeless Services Oversight Council in January 2020. A typical contract costs about $70,000. Laurel explained how extensive the process is that includes census tracks to plan routes for the count to ensure coverage as well as preventing duplicated counting. The group talked about the guides and surveyors that have been included in		

	past years and the cost that's incurred when they have assisted. The group discussed how the previous year's contractor has Applied Survey Research (ASR) has assisted with the count. The group discussed ways to improve future counts. Mark suggested additional guides in North County. Laurel explained that an additional outreach person is being added to El Camino Homeless Organizations (ECHO) staff that may help increase relationships with individuals in that area. The group also discussed working more closely with North County Connections. The group discussed having a contractor again for the 2021 count. The group discussed other Counties methods around the count. The group also discussed the importance of multiple launch locations in each region.		
3.2 Discussion Item: Continuum of Care Reports Schedule	Laurel informed the group about the Continuum of Care Reports Schedule. There are a number of reports coming up over the next several months. Housing and Urban Development (HUD) is requiring a Longitudinal System Analysis (LSA) and well as the System Performance Measure (SPM) reports coming due in the Spring. The group discussed the importance of the housing placement date and what has happened to negatively alter the data. The reports also look at missing data. The group discussed data quality issues that they run into at their agencies.		

3.3 Discussion Item: Strengthening the Homeless Management Information System (HMIS)	The group discussed required changes coming to Homeless Management Information System (HMIS).		
3.3.1 Discussion Item: Areas Identified for Strengthening	Laurel explained that our area has received some Technical Assistance around the updating HMIS.		
3.3.1.1 Discussion Item: New Trainings and Reports	The group discussed getting back to having HMIS user meetings twice per year as well as update trainings and new user trainings.		
3.3.1.2 Discussion Item: Updating HMIS Policies and Procedures	An update to HMIS Policy and Procedures will happen over the next few months.		
3.3.1.2.1 Discussion Item: Changes to time in which groups have to enter data	Laurel explained to the group that our current 14 days average to enter client data is going against HUD recommendations of 3 days. There will need to be discussions about how to improve this.		
3.3.1.3 Discussion Item: Amending the Privacy Policy	The Privacy Policy will need to be updated for the HMIS system in the near future. It was recommended to change the legal jargon to clearer statements that all could understand. As well as to be able to share more data with the state. The Technical Assistance representatives have sent some sample privacy policies and we will be asking for guidance from County Council.		

3.3.1.4 Discussion Item: Strategy for getting HUD-VASH beds into HMIS 3.3.1.5 Discussion Item: Strategy for getting Good Samaritan Supportive Services for Veteran Families beds into HMIS	The group discussed different strategies for getting HUD-VASH beds into HMIS as well as Good Samaritan Supportive Services for Veteran Families, who is currently entering data into Santa Barbara County HMIS, although the group is serving San Luis Obispo County. HUD looks at bed coverage and in the past the bed coverage has not been included. The office of Veteran Affairs has not been able to share information in the past but is able to share data now. The state has provided technical assistance and what can be done to help provide the data we need. The plan will be brought back to the Finance and Data committee to be discussed.		
3.3.1.6 Discussion item: Adding Prioritization List into HMIS 3.3.1.7 Discussion Item: Adding Veterans By Name List into HMIS	Bell data is currently preparing to receive the VI-SPDAT survey into HMIS in the near future. This would mean that the survey would be completed in HMIS instead of done on paper. This will allow for the possibility of adding the veterans by name list as well.		
3.3.2 Discussion Item: Coordinated Entry Changes Coming April 1, 2020	Laurel explained to the group there are Coordinated Entry Changes coming in April 2020. HUD will be having a call in November to discuss the changes. One of the big changes will be Coordinated Entry having only on project in HMIS. The second big change is that HUD also highly recommends that our county choose only one HMIS system. The group discussed client track vs bell data homeless management information systems.		
3.3.3 Discussion Item: Scheduling HMIS Users Meeting	The group discussed scheduling Homeless Management Information System (HMIS) users meeting.		

3.4 Discussion Item: State Grant Reports	Laurel shared with the group state grant reports. The state is asking for detailed data. A HEAP grant report is coming due as well. A HEAP and CESH report is being written into HMIS.		
3.5 Discussion Item: Meeting Schedule for 2020	The group discussed the meeting schedule for Finance and Data Committee Meetings in 2020. The group suggested possibly changing the meeting time to an hour later.		
4. Future Discussion/Report Items:	NA		
Devin HSOC Report:	Preparing for PIT 2021 Meeting January 6, 2020 HMIS- working with HUD Technical Assistance and changing P&P to bring to Full HSOC, amending privacy notice		
5. Next Meeting Date:	February 4, 2020		
6. Adjournment	Devin adjourned the meeting at 11:55am		