HOMELESS SERVICES OVERSIGHT COUNCIL (HSOC)
FINANCE AND DATA COMMITTEE MEETING MINUTES

Date
April 26, 2022

Time
10am-11:30am

Location
Room 356, County of San Luis Obispo Department of Social Services, 3433 South Higuera Street, San Luis Obispo, California, 93403

Members Present
Mark Lamore
Sstoz Tes

Members Absent
Bill Crewe
Brandy Graham
Carrie Collins
Janna Nichols
Jessica Thomas
Kate Swarthout
Kelly Underwood
Mimi Rodriguez
Riley Smith
Shay Stewart

Staff and Guests
George Solis
Jessica Lorance
Joe Dzvonik
Laurel Weir
Russ Francis

1. Call to Order and Introductions

Mark called the meeting to order at 10:05am.

2. Public Comment

None.

3. Consent: Approval of Minutes

Minutes could not be approved due to lack of quorum.

4. Action/Information/Discussion

4.1 Discussion Item: Point in Time Count Data Update

George reported that the County is working on validating the sheltered data from the Point in Time (PIT) Count, and the data from the Housing Inventory Count (HIC). County staff are comparing numbers to the previous year and working with agencies to ensure data is valid and correct. The contractor Applied Survey Research (ASR) are also in the final stages of validating the unsheltered PIT Count data. The PIT and HIC data is due to HUD (US Department of Housing and Urban Development) by 5pm on Friday, April 29. More detailed data will be available from ASR in June/July, including a regional breakdown and data from the surveys.

4.2 Discussion Item: Data Maturity Assessment Tool

Jessica reported that the Finance and Data Committee used the Data Maturity Assessment Tool to review the HSOC's performance in late 2021, and considered areas for improvement. The first area for improvement was ensuring all projects are entering data into HMIS (Homeless Management Information System). Data from the Good Samaritans' SSVF (Supportive Services for Veteran Families) project will now be included in HMIS for the first time, so progress is being made towards this goal.

4.2.1 Discussion Item: Quality Benchmarks

Jessica and George reported that the next area for improvement approved by the Finance and Data Committee is HMIS data quality benchmarks. The HSOC approved data quality benchmarks in May 2020, which included a bed utilization rate of 85% for Emergency Shelter, Transitional Housing and Permanent Housing projects. At present, Permanent Housing projects have a bed utilization rate over 85%. For Emergency Shelter projects, this is much harder to gauge as capacity was reduced

in 2020, increased in 2021, then reduced again in 2022. Also included in the data quality benchmarks were: data timeliness (i.e. the length of time between client contact and entry of data into HMIS) which was changed to 3 business days; and data consistency, which County staff have been working to progress via HMIS training. County staff will work on setting benchmarks for collecting missing HMIS data. Sstoz shared that the requirements of low barrier programs make it difficult to collect all data, as these programs only require clients to provide a name. Where this is the only data entered into HMIS, this may appear to HUD that there is data missing. George responded that one of the County's recommendations may be to set different benchmarks by project type. County staff will follow up on this discussion at the next meeting.

4.3 Discussion Item: Homeless Management Information System (HMIS)
4.3.1 Discussion Item: System Administrators Monthly Call

Jessica, Laurel and George reported on the last HMIS System Administrators call. HUD have moved the expenditure deadline for the ESG-CV (Emergency Solutions Grant – Coronavirus) program to September 30, 2023, allowing all recipients another year to spend down the funding. However, they are also requiring 50% of funds to be expended by June 16, 2022, and have said they will recapture the difference if this deadline is not met. For the State ESG-CV grant program, HCD (California Department of Housing and Community Development) is the subrecipient, and it is not clear how close HCD is to meeting this expenditure deadline. If HCD does not reach the 50% expenditure deadline, they may recapture money from their grantees, including SLO County, in order to pay the money back to HUD. Depending on the outcome of this, the County may release another Request for Proposals (RFP) for the reallocation of ESG-CV funding. Other matters from the System Administrators call included a reminder of SSVF data uploads in the first week of May, and the annual HMIS data standards update, for which HUD is seeking suggestions via their online AAQ (Ask a Question) tool.

4.3.2 Discussion Item: Moving Towards an Open HMIS – Compatibility with Octavia

Jessica reported that HMIS will be using an umbrella release form instead of the current 815 form, as this was allow any of the participating agencies to view all the data. The HMIS vendor BellData is working with Octavia to establish how the data

can be transferred. The next step is approval of the new HMIS Release of Information form.

4.4 Action Item: Approve HMIS Release of Information Forms
Action could not be taken due to lack of quorum.

4.5 Action Item: Approval of Homeless Housing, Assistance and Prevention Program (HHAP) Round 3 Application Outcome Goals and Strategies
Action could not be taken due to lack of quorum.

4.6 Discussion Item: Fiscal Year 2022 (FY22) California Emergency Solutions Grant (ESG) Request for Proposals
George reported that the Department of Social Services (DSS) will be imminently releasing an RFP for the Fiscal Year 2022 State ESG (Emergency Solutions Grant) program. The RFP will be released in advance of the State's NOFA (Notice of Funding Availability), in order to give local applicants a chance to apply. Applications will be due to DSS on May 25. A special full HSOC meeting will be convened in June to review the recommendations from a Grant Review Committee, and the full ESG application will be submitted to HCD most likely at the end of July.

5. Future Discussion/Report Items
County staff to convene a special meeting of the Finance and Data Committee in the next couple of weeks, to approve the HMIS Release of Information forms.

6. Next Meeting Date: May 24, 2022

7. Adjournment
Mark adjourned the meeting at 12:20pm.