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

Date
April 25, 2023

Time
9:00-10:30 am

Location
Room 356, Dept of Social Services, 3433 S Higuera St., San Luis Obispo

Members Present
Bill Crewe
Carrie Collins
Janna Nichols
Lauryn Searles
Mark Lamore
Sstoz Tes

Members Absent
Brandy Graham
Jessica Thomas
Kate Swarthout
Mimi Rodriguez
Shay Stewart

Staff and Guests
Christy Nichols
Daisy Wiberg
Elaine Archer
Erica Jaramillo
George Solis
Glenn Silloway
Kari Howell
Kate Bourne
Kristin Ventresca

Laurel Weir

Merlie Livermore

Russ Francis

Staci Dewitt

Suzie Freeman

Timothy Siler

1. Call to Order and Introductions

Mark called the meeting to order at 09:01am.

2. Public Comment

Janna shared that California Housing and Community Development Director Gustavo Velasquez toured Cabins for Change.

3. Consent: Approval of Minutes

Tabled. Not enough members for quorum.

4. Action/Information/Discussion

4.1 Implementing Five-Year Plan Line of Effort 3 – Improve and Expand Data Management Efforts Through HMIS and Coordinated Entry System to Strengthen Data-Driven Operational Guidance and Strategic Oversight

4.1.1 Discussion Item: Homeless Management Information System (HMIS)

4.1.1.1 Discussion Item: Introduction of New HMIS Program Manager

Kristin introduced Kari Howell as the new HMIS (Homeless Management Information System) Program Manager for the County's Homeless Services Division.

4.1.1.2 HMIS New User Access

Kate shared that new HMIS users onboarding process will be done through Microsoft Forms. She also mentioned that after the training, users must pass a skills quiz before getting HMIS access. There will be live remote Bell Data training the following day for new users, which can also serve as refresher training in registering new clients.

4.1.1.3 Discussion Item: HMIS System Administrators Monthly Call

Kate shared that there is an update to US Department of Housing and Urban Development (HUD) data standards, which now includes demographic data

including gender, race, and ethnicity. HUD has extended the date of the new standards rollout to October 1. Vendors have received documentation from HUD to start mapping new standards into their systems. Training is set to start in September to allow updated data standards to be incorporated into their systems.

4.1.1.4 Discussion Item: Data Quality

Kate reported that now that the data unit is fully staffed, the department can now run a monthly review and reporting of missing data.

4.2 Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources
4.2.1 Discussion Item: Development of Universal Scoring Rubric Elements for Homeless Assistance Grants Reviewed by the HSOC

After Laurel provided some background information regarding the threshold requirements and scoring rubrics for grants review, the committee members suggested the following components clarifications: need to define "financial audit" especially in a non- profit setting; include more detail on what is meant on financial capacity in threshold review; provide definitions of acronyms used so public will understand what they are. Mark suggested this topic be brought back to the next meeting for feedback, recommendations, and approval.

4.2.2 Discussion Item: U.S. Department of Housing and Urban Development (HUD) Continuum of Care Grant

Laurel shared that the Request for Proposals for the annual HUD CoC (Continuum of Care) Grant is likely to come out in May or June of this year. There will be information on what funding is available and the eligible activities for the grant. The grant application process will include a HUD application (eSNAPS) coupled with a supplemental County application.

4.2.2.1 Discussion Item: Systems Performance Measures

Kate shared that these measures were submitted back in January. (See packet attachment: Summary Report for CA-614-San Luis Obispo County CoC-FY2022 System Performance Measures)

4.3 Discussion Item: Update on HHIP (Homeless and Housing Incentive Program) Funding Allocations and Reporting Measures

Christy Nichols of CenCal Health presented an overview of the San Luis Obispo County HHIP allocation. $972,019 of the total funding ($1,239,268) was allocated to three priority areas, namely: partnerships and capacity to support referrals for services; infrastructure to coordinate and meet member housing needs; and delivery of services and member engagement. The remaining balance of $267,249 is still pending to be allocated to two of the mentioned priority areas.

4.4 Discussion Item: Homeless Housing, Assistance and Prevention Program Round 3 (HHAP 3) Outcome Data
Laurel reported on the HHAP 3 matrix using HMIS information to measure performance data. A part of the discussion was on whether data on HMIS system reflects the data on individuals and families who exited to permanent housing. Elaine reiterated the importance of how the committee works together with other agencies in placing unhoused people in housing resources that currently exist and how to continue tracking the services they receive.

5. Future Discussion/Report Items
Grants Scoring Rubric and Threshold Review
Street Outreach Closure

6. Next Regular Meeting
May 23, 2023, at 9am, in person

7. Adjournment
Mark adjourned the meeting at 10:32 am.