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

Date
May 23, 2023

Time
9:00-10:30 am

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

Members Present
Carrie Collins
Kate Swarthout
Lauryn Searles
Mark Lamore
Shay Stewart
Sstoz Tes

Members Absent
Brandy Graham
Janna Nichols
Jessica Thomas
Kate Swarthout
Mimi Rodriguez

Staff and Guests
Christy Nichols
Erica Jaramillo
George Solis
Kari Howell
Kate Bourne
Kristin Ventresca
Laurel Weir
Merlie Livermore
Russ Francis

Staci Dewitt
Suzie Freeman

1. Call to Order and Introductions

Mark called the meeting to order at 9 am. Introductions were made by those present at the meeting.

2. Public Comment

Kate Swarthout reported that ECHO (El Camino Real Homeless Organization) has housed 64 people so far this year.

Carrie Collins shared that Transitional Food & Shelter has unit openings, one for a medically fragile adult and one unit for a family. The referrals need to be connected through the Department of Social Services.

3. Consent: Approval of Minutes

Previous minutes were presented. Lauryn made a motion to approve the minutes. Carrie seconded. Minutes were approved via voice vote with no objections.

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)

Kristin gave a general update on the RFP (Request for Proposals) process for a possible new vendor and vendor selection process. She mentioned that it is a 4-stage process. Step 1, which involved initial scoring and response to proposals, has already been closed and completed. All-day vendor interviews occurred last week. This week the selection committee needs to make a selection. Contract negotiations are set to take place in June and July, with a contract to be presented to the Board of Supervisors in August.

4.1.1.1. Discussion Item: HMIS System Administrators Monthly Call

Kari mentioned that the call mostly focused on the upcoming changes in the data standards coming from HUD (US Department of Housing and Urban Development). Such changes include gender identity, combining race and ethnicity into one

selection, and collecting only the last four digits of the social security number. Kate also shared there are also changes in the Coordinated Entry fields. Kristin shared that a listing of these HUD changes will be provided to the Finance and Data Committee next meeting. Also, there will be training and meetings to go over these changes. HUD wants each of the vendors to have the mapping specifications in their HMIS training system sites at least for the month of September, to allow enough practice time in demo sites before the October 1 live date. Kari also shared that during the call, information was shared regarding the upcoming conference in October and a 1-day summit to be held in July.

4.1.1.2. Discussion Item: Data Quality

Kate mentioned that she sent out a general quality report generated from HUD's Eva tool, which is designed to help assess the accuracy of HMIS data and its completeness. She mentioned the report, which was for the month of April, narrowed down different error types and the emphasis is to focus on and address high priority errors. She mentioned that the number one high priority error across all the County partners is no head of household. This is an important thing to note when entering an individual into the system. Each household needs the head of household to track them across the system.

4.1.2. Discussion Item: Methodology for Unsheltered Point-in-Time (PIT) Count 2024

Kristin shared that the Homeless Services Division is looking at doing the upcoming PIT count internally instead of hiring an outside contractor. The formation of the new Homeless Services Division has brought in more staff whose time and skills can be utilized in the pre-planning stage of the PIT count. Doing the PIT count internally will give the Division a much better handle on the data in terms of having the data back much faster than working with an outside contractor. There are also non-profit organizations as resources for volunteer and recruitment for this project. Working with Cal Poly for data interpretation was also mentioned as another way to utilize local resources. According to Kristin, calls are being made to other counties to see how much it costs them to do their count internally.

This idea was presented to the Finance and Data Committee to gather thoughts and ideas about this proposed methodology.

Lauryn mentioned that in their 2022PIT Count, King County used the Respondent-Driven Sampling method, which is a commonly used method for sampling from

hard-to-reach human populations connected by an underlying social network of relations. They used incentives such as gift cards to create more participation from the targeted community.

Christy shared that in the HHIP (Housing and Homelessness Incentive Program) Investment Plan, there is already a $70,000 fund suggested to go to the PIT Count. George announced that starting 2024, the PIT count will be done annually to get more accurate data.

4.1.3. Discussion Item: Point-in-Time (PIT) Count and Housing Inventory Count (HIC) Data

Kari and Kate presented summary data gathered through January 24, 2023.

4.1.4. Discussion Item: Homeless Housing, Assistance, and Prevention Program round 3 (HHAP 3) Outcome Data

Kristin shared an update. She mentioned that there is progress being made in tracking how data is set up in the HMIS system.

4.2. Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources
4.2.1. Discussion Item: U.S. Department of Housing and Urban Development (HUD) Continuum of Care Grant

Erica reported that there are currently no updates regarding the CoC grant. However, she mentioned that she is currently gathering data regarding youth experiencing homelessness or at risk of becoming homeless for an application to the YHDP (Youth Homeless Demonstration Program) due June 27.

5. Future Discussion/Report Items
PIT Count-in house methodology.

6. Next Regular Meeting
June 27, 2023, at 9am

7. Adjournment
Mark adjourned the meeting at 9:48 am.