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

Date
July 25, 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
Christy Nichols
Janna Nichols
Lauryn Searles
Mark Lamore
Sstoz Tes

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

Staff and Guests
Elaine Archer
Erica Jaramillo
Kari Howell
Kate Bourne
Kristin Ventresca
Laurel Weir
Merlie Livermore
Niko Elvambuena
Russ Francis
Skylar Caldwell
Staci Dewitt
Suzie Freeman

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

2. Public Comment
Carrie Collins shared that her team member Sonia is stepping down from her position at the Medically Fragile department.

3. Consent: Approval of Minutes
Approval of the minutes was tabled. Not enough members were present for a quorum.

4. Action/Information/Discussion
4.1 Implementing Five-Year Plan Line of Effort 2 - Focus Efforts to Reduce or Eliminate the Barriers to Housing Stability for Those Experiencing Homelessness or at Risk of Homelessness, Including Prevention, Diversion, Supportive Services, and Housing Navigation Efforts
4.1.1 Discussion Item: Changes to Public Benefits Programs
4.1.1.1 Discussion Item: Reinstatement of Annual Redetermination for Medi-Cal Eligibility
The invited DSS Participant Services representative was not available, so this topic was tabled for next meeting. Laurel mentioned that recertification and redetermination of Medi-Cal eligibility has started and there is concern regarding people losing benefits. She mentioned the importance of working together with DSS and other organizations to help people respond to the recertification process.

4.1.1.2 Discussion Item: Housing Choice Voucher Update
Elaine Archer shared that the vouchers are on hold for the rest of this year.

4.1.1.3 Discussion Item: Impact on Homeless Housing, Assistance and Prevention Program (HHAP) and Housing and Homelessness Incentive Program (HHIP) Outcomes
Laurel shared that the issue with Medi-Cal will have an impact on who can receive services from HHIP.

4.1.1.4 Discussion Item: Client Release of Information and Privacy Posted Notice
Kate shared how Client release of Information functions now. There was a discussion on how much information is being viewed by workers. If there's a release in client record, not all data in client's record is seen by others. It was suggested that such release needs to be documented through an approved release form.

4.2. 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
4.2.1 Discussion Item: Homeless Management Information System (HMIS)
4.2.1.1 Discussion Item: HMIS Vendor Selection Process Update
Kristin Ventresca shared that the County has signed contracts with a vendor and will go to the Board of Supervisors in August to get approval.

4.2.1.2 Discussion Item: Update on Implementation of AB (Assembly Bill) 977
Kari Howell shared that the AB977 compliance resulted in 9 new projects in HMIS, updating funding sources for more than 10 projects and the onboarding of one new service provider, for a total of 12 participating agencies. This effort resulted in having a more comprehensive understanding of the effects of the State funded homelessness programs.

4.2.1.3 Discussion Item: HMIS System Administrators Monthly Call Report
Kari shared that on July 12, the data team attended a one-day virtual conference with NHSDC (National Human Services Data Consortium). This conference highlighted a presentation from two organizations who overhauled their HMIS. For the monthly call, Kari mentioned that most of the admin calls right now are specific to the data standards update, changes in race and ethnicity, and rapid rehousing with services or only services. She also shared that HUD has confirmed they are holding off on the data standards for Coordinated Entry for now.

4.2.1.4 Discussion Item: Data Quality
Kate Bourne reported that data quality reports for June had not gone out yet due to a temporary pause because of some data quality report issues. The June report will be coming out later this week. Data quality will also be talked about during the upcoming site visits. Lauren Searles suggested having a training on how to read, interpret reports and resolve data errors.
Sstoz Tes pointed out that there is an unresolved tension in the intake process that he doesn't think is resolvable. The tension lies between the progressive intake concept versus getting everything perfect. The outreach staff are getting minimal information from participants. He shared that the errors in reports from outreach efforts will never be resolved since people move on and never seen again. Kate shared that the team would follow up on identifying street outreach issues.

4.2.1.5 Discussion Item: HUD (US Department of Housing and Urban Development) Data Standards Update
In preparation for HUD data standards changes going live on October 1, a staff user online training will be held on September 12. In addition, Kate mentioned that there will be a training on August 23 for system administrators to get an overview on what needs to be reviewed with staff in more detail. She also shared that the team will be doing additional outreach regarding reclassification of the rapid rehousing projects since these are being split up into two types: rapid rehousing with services and rapid rehousing only. Also, feedback will be needed on what languages should be included in the "language assistance needed" field. HUD allows for up to 20 languages in this category. Kate also clarified that this is not a language translation ability within Bell data, rather a dropdown to say if staff was provided a translation in particular language to the client.

4.2.2 Discussion Item: Homeless Housing, Assistance and Prevention Program Round 3 (HHAP 3) Outcome Data
Laurel shared about outcome data measurements.

4.3 Implementing Five-Year Plan Line of Effort 4 – Create, Identify, and Streamline Funding and Resources
4.3.1 Action Item: Vote to Recommend the HSOC Approve the Universal Grant Application Threshold Review and Scoring Rubric, to be Used by ad hoc Grant Review Committees as the Basis for Scoring All Grants for Which the HSOC Makes Funding Recommendations
From the last meeting, the Committee requested clarification in the Data Management and Experience category, specific to "Project applicant's data quality is at or above 90%" before recommending to HSOC for approval. Russ provided a quick update on the piece that was modified from the last meeting.
Janna also presented questions regarding the relevance of an applicant's experience in meeting prior grant matrix; sufficient funding for continued operation; scoring for other projects; representation of applicants from under-represented individuals such as BIPOC, LGBTQ, etc.

Janna and Mark also brought up the weight distribution given to each category. Laurel would like feedback from the committee. Mark suggested to have some time to look at the rubric again and come back for recommendation.

5. Future Discussion/Report Items
- Coordinated Entry/HMIS
- Data Standards update
- Written ROI policy and procedure
- Governance documents as action item-new privacy notice, amended to not need written consent

6. Next Regular Meeting
August 22, 2023, at 9am

7. Adjournment
Mark adjourned the meeting at 11:03 am.