

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

### **Date**

May 28, 2024

### **Time**

9:00am-10:45am

### **Location**

Room 356, Dept of Social Services, 3433 S. Higuera St., San Luis Obispo, CA 93401

### **Members Present**

Carrie Collins  
Christy Nichols  
Janna Nichols  
Kathy McClenathen  
Lauryn Searles  
Mark Lamore  
Michael Azevedo (alternate for Janna Nichols)  
Sstoz Tes

### **Members Absent**

Janna Nichols  
Jessica Thomas  
Mimi Rodriguez  
Kate Swarthout

### **Staff and Guests**

Abby Burgess  
Derek Ferree  
Erica Jaramillo  
Jasmine Smith  
Jeff Al-Mashat  
Kari Howell  
Kate Bourne  
Laurel Weir  
Merlie Livermore  
Russ Francis  
Skylar Caldwell  
Staci Dewitt  
Suzie Freeman

## **1. Call to Order and Introductions**

Mark Lamore called the meeting to order at 9:00am. No introductions were made.

## **2. Public Comment**

No public comment was presented.

## **3. Consent: Approval of Minutes**

Carrie Collins moved the motion to approve the minutes. Kathy McClenathen seconded the motion. All were in favor. Minutes passed via voice vote.

## **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. Action Item: Vote to Propose Establishing a Data Workgroup as an Ad Hoc Subcommittee of the Data & Performance Committee**

Abby Burgess presented a brief demonstration and overview of data and types of reporting that can be done with the establishment of a data workgroup.

Kathy McClenathen made a motion to approve the establishing of a work group. Michael Azevedo seconded. All voted in favor via roll call.

#### **4.1.2. Homeless Management Information System (HMIS)**

##### **4.1.2.1. Information: HMIS Upgrade Activities Update**

Kate Bourne shared that they have the custom services file imported to live last week. This will be followed by the migration of custom notes section, user script, and Coordinated Entry prioritization script, with the anticipated completion date of June 28. Once this is completed, Kate shared that they will be ready in scoping out the Phase 2 of the HMIS migration and expansion project.

##### **4.1.2.2. Information Item: HMIS System Administrators Monthly Call Report**

Kate Bourne announced that HUD's (U.S. Department of Housing and Urban Development) HMIS Data Analytics On-Demand Course starts on July 22.

In addition, Kate mentioned the upcoming NHSDC (National Human Services Data Consortium) event to be held in Oregon in October.

##### **4.1.2.3. Information Item: HDIS (Homeless Data Integration System) Connect for HMIS System Administrators in California**

Kari Howell mentioned the May 8 session focused on how data standards changes have impacted local policies, specifically presenting data to local stakeholders. There was a robust roundtable that provided discussion and sharing of experiences regarding the use of Clarity Human Services with other system administrators. Kari additionally shared that they also talked about the race and ethnicity reporting statewide. The next bi-monthly call is scheduled in July.

##### **4.1.2.4. Information Item: Coordinated Entry Integration in HMIS**

Kate Bourne shared that there has been a lot of work going on to align Coordinated Entry, including bringing in the Veterans by- name list as well. The reports are in progress and getting finalized.

## **5. Future Discussion/Report Items Exchange**

- Grant Selection Committee process
- PIT (Point in Time) Count Final Data

**6. Next Regular Meeting**

June 25, 2024, at 9:00am

**7. Adjournment**

Mark Lamore adjourned the meeting at 10:10 am.