# Yolo County Homeless and Poverty Action Coalition (HPAC)

## Data Subcommittee Meeting Minutes – February 15th, 2018

**LOCATION:** Woodland – Yolo County Health and Human Services, Bauer Building, Walker Room

**MEETING ATTENDEES**

1. Aurora William, Yolo County Health and Human Services Agency
2. Dan Sokolow, City of Woodland
3. Emily Meza, Yolo County Health and Human Services Agency
4. Kristen Cline, Yolo County Health and Human Services Agency
5. Kim Heuvelhorst, Yolo County Health and Human Services Agency

## 1. HMIS STAFFING UPDATE

Emily Meza, Yolo County's designated HMIS Daily Operator, provided an update regarding staffing changes at Sacramento Steps Forward (SSF), the designated HMIS System Administrator. As a result of a new contract between Yolo County HHSA and Sacramento Steps Forward, there is now an HMIS analyst, Lindsay Moss, at SSF whose time is approximately 50% dedicated to Yolo County HMIS tasks. Also, in contrast to Yolo's previous HMIS Daily Operator, Emily does not have Administrator access to the HMIS system and works closely with Lindsay Moss at SSF to accomplish those tasks.

## 2. HPAC HMIS POLICIES AND PROCEDURES MANUAL

Emily Meza led the group in a discussion of the HPAC HMIS Policies and Procedures Manual that is due for revision. Emily highlighted key areas of the Policies and Procedures that needed review and input was received from the group. It was decided that the 2018 Data Subcommittee meeting schedule should be aligned with existing policies and Emily would reschedule them to the third Wednesday of January, April, July, and October. Also, it was decided that Emily would make edits to the Policies and Procedures and bring a draft version to the next Data Subcommittee meeting in April, to be reviewed for recommendation to the full HPAC membership at the General Meeting in May.

## 3. DATA QUALITY MONITORING

Emily Meza discussed the group's role in Data Quality Monitoring and HUD report approval. Data Quality reports will be pulled for each HMIS agency on a quarterly basis and reviewed for recommendations at the Data Subcommittee meetings. Also, Data Subcommittee will review the following HUD reports prior to submission to HUD:

- o Sheltered and Unsheltered Point-In-Time Counts (PIT)
- o Housing Inventory Count (HIC)
- o Annual Homeless Assessment Report (AHAR)
- o Annual HUD System Performance Measures Report

## NEXT MEETING:

April 18th, 2018 – 8:30am-9:30am –Yolo County HHSA, Bauer Building, Livingstone Room