

Policies, Procedures and Standards Committee

Meeting Date: January 11, 2022

Meeting Time: 3:30 p.m. – 5:00 p.m.

Meeting Link:

<https://ocgov.webex.com/ocgov/j.php?MTID=m7250105216e73c4b3af375e1d3bf86a3>

Meeting Number: 2452 589 9627

Passcode: pps112

Phone: +1-213-306-3065

Committee Chair: Maricela Rios-Faust

Committee Members: Matt Bates, Judson Brown, Patti Long, Christina Weckerly-Ramirez

Minutes

1. **Welcome and Introductions** – Chair Maricela Rios-Faust
 - a. Chair Maricela Rios-Faust called the meeting to order at 3:30 p.m.
 - b. Roll call
 - i. Present: Maricela Rios-Faust, Matt Bates, Judson Brown, Patti Long, and Christina Weckerly-Ramirez
2. **Public Comments**
 - a. No public comments.
3. **Continuum of Care Updates** – Zulima Lundy, Continuum of Care Manager
 - a. Zulima Lundy provided an update on the Coordinated Entry System (CES) Policy and Procedures recommended changes and related timeline. The Office of Care Coordination will be meeting with local jurisdictions to gather and incorporate additional feedback before bringing the recommended changes back to the Policies, Procedures and Standards (PPS) Committee.
 - b. Zulima Lundy reviewed the PPS Committee membership as described in the charter. The PPS Committee is chaired by the Vice Chair of Orange County Continuum of Care (CoC) Board. Additional PPS Committee membership is comprised of the chairs of any ongoing committee as well as no fewer than one and no more than two At Large Members of the CoC Board. The CoC Board officer election will be held at the January 19, 2022, meeting of the CoC Board.
 - c. Zulima Lundy provided updates on the 2022 Point in Time (PIT) count volunteer recruitment efforts to date and encouraged participation in the upcoming event.

4. **Homeless Management Information System (HMIS)** – Zulima Lundy, CoC Manager and Erin DeRycke, 211OC
 - a. Zulima Lundy provided an update on the HMIS Policies and Procedures as recommended by the HMIS Policy and Procedures Working Group, including participating agency requirements, HMIS user requirements, technical standards, privacy, data release, and grievance procedures.
 - b. Zulima Lundy provided information about the request from the HMIS Lead, 2-1-1 Orange County (211OC), to enter into a multi-year contract with the HMIS Vendor, BitFocus.
 - c. PPS Committee Member Comments:
 - i. Matt Bates thanked the HMIS policy and Procedures Working Group for their assistance in reviewing the documents in detail and providing recommendations. Matt Bates recommended that the PPS Committee look at simplifying and streamlining providers' ability to access data on an ongoing basis.
 - ii. Maricela Rios-Faust inquired about changes to the appeals process for the HMIS Access procedures. Zulima Lundy clarified that this is an ongoing effort and that the HMIS Access Working Group is interested in establishing a secondary body to review appeals requests to assist in making a determination.
 - iii. Patti Long requested more information about the cost savings from entering into a multi-year contract with the HMIS vendor.
 - iv. Matt Bates expressed general support for the request for 211OC to enter into a multi-year contract with BitFocus but stated the desire for a full presentation from 211OC to better understand any potential financial risks.
 - d. Public Comments:
 - i. A member of the public requested clarification on CES access points. Zulima Lundy provided information about requirements for serving as a CES access point and the permissions given to CES access points within HMIS.
 - e. Recommended Action B: Approve the recommended updates to the HMIS Policies and Procedures.
 - i. Matt Bates motioned to approve the recommended action with the caveat that the appeals process is in the development phase. Patti Long seconded the motion. Motion passed unanimously.
 - f. Recommended Action C: Take action in support of the HMIS Lead (2-1-1 Orange County) entering into a multi-year contract with the HMIS Vendor (BitFocus).
 - i. Matt Bates motioned to request a full presentation from 211OC to the CoC Board. Patti Long seconded the motion. Motion passed unanimously.
5. **Recommendation for the North Orange County Public Safety Task Force Request** – Zulima Lundy, CoC Manager and Ad Hoc

- a. Zulima Lundy provided an overview of discussion and progress to date by the Ad Hoc on reviewing the North Orange County Public Safety Task Force Request.
 - b. Members of the Ad Hoc emphasized their focus when approaching the request, including data integrity, benefit to the client, and ensuring existing policies and procedures are upheld.
 - c. PPS Committee Member Comments:
 - i. Judson Brown requested clarity on ensuring that the Outreach Grid is not a duplication of efforts specific to HMIS. Christina Weckerly-Ramirez explained that the decision took into account information most relevant to outreach workers on the front lines.
 - ii. Matt Bates expressed concern with the role of law enforcement and safeguarding data from being used for other purposes. Christina Weckerly-Ramirez explained that existing HMIS Policies and Procedures, as well as clearly defining roles and permissions, would address this concern.
 - d. Public Comments:
 - i. Kellee Fritzal informed the PPS Committee that the organization is now called the North Orange County Public Safety Collaborative.
 - ii. Connor Stephenson provided clarification that CES status is readily available in HMIS.
 - iii. Tiffany Pang expressed appreciation for Ad Hoc and the work that went into this recommendation.
 - e. Recommended Action: The Ad Hoc recommends redefining the request with the following principles and within the following parameters:
 - o Preservation of HMIS integrity is paramount
 - o Supports the aim of linking individuals experiencing homelessness to appropriate resources and are therefore proposing that this collaboration could focus on integration with CES.
 - o Encourage participation in HMIS through the current established processes in the HMIS Policies and Procedures for the entry of data that may be valuable to the Orange County CoC
 - o Mechanism of implementation will require further thought and potential policy and process.
 - ii. Christina Weckerly-Ramirez motioned to approve the recommended action. Patti Long seconded the motion. Matt Bates abstained. Maricela Rios-Faust and Judson Brown voted yes. The motion passed.
6. **Adjournment to:** Regular meeting on February 8, 2022, 3:30 p.m. – 5:00 p.m.