



# NorCal Continuum of Care™

## HMIS/CEP Committee Meeting

**December 16, 2024**

**1:00 pm to 2:00 pm**

**Housing Conference Room**

**Redding, CA 96001**

**12/16/2024 - 1:00 pm to 2:00 pm**

### Zoom link

<https://us06web.zoom.us/j/83741836026?pwd=ufh48cQ7ArN3Yz6kEZqvXDHncmQDVj.1>

### Teleconference locations:

**Del Norte County Health and Human Services**  
**455 K Street**  
**Crescent City, CA 95531**

**Sierra County Behavioral Health**  
**704 Mill Street**  
**Loyalton, CA 96118**

**Teach I.N.C**  
**112 E 2nd Street**  
**Alturas, CA 96101**

**Lassen County Health and Social Services**  
**1410 Chestnut Street**  
**Susanville, CA 96130**

**Siskiyou County Behavioral Health**  
**2060 Campus Dr.**  
**Yreka, CA 96097**

**Plumas County**  
**PCIRC**  
**591 Main Street**  
**Quincy, CA 95971**

### HMIS/CEP Committee Members

**Maddelyn Bryan, Chair**  
County of Siskiyou

**Kristen Quade, Vice Chair**  
County of Plumas

**Carla McDonald,**  
County of Lassen

**Daphne Cortese-Lambert,**  
County of Del Norte

**Vacant,**  
County of Modoc

**Robert Szopa,**  
County of Sierra

**Sarah Prieto,**  
County of Shasta



**To Address the Board:** Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to [norcalcoc@cityofredding.org](mailto:norcalcoc@cityofredding.org) that will be read into the record.

**1. Call to Order/Quorum Established/Introductions**

**2. Public Comments (limited to 3 mins. per comment)**

Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

**3. Action Items**

**I. Review and Approve Meeting Minutes from 7/15/2024**

Attachment A – 7/15/2024 Draft Minutes

**4. Discussion**

**I. Coordinated Entry Assessment (Chair)**

**II. How and why an agency may have their HMIS access revoked (Amanda)**

**5. Reports**

**I. HMIS Members**

**II. UWNC**

**6. Adjournment**

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the City of Redding Housing Division at (530)225-4048 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

**Next HMIS Meetings**

**January 20, 2025 1pm – 2pm**

**Redding City Hall, Housing Conference Room**

**Next NorCal CoC Executive Board Meeting**

**December 19, 2024 1pm – 3pm**

**Redding City Hall, Enterprise Conference Room**



## HMIS/CEP Committee Meeting

**Draft Minutes July 15, 2024**

**1:00 pm to 2:00 pm**

**Housing Conference Room**

**Redding, CA 96001**

**7/15/2024 - 1:00 pm to 2:00 pm**

Zoom link

<https://us06web.zoom.us/j/82397187242?pwd=8fJeAxjFYS351uDtcmbwvtR7Y5j5yv.1>

### Teleconference locations:

**Del Norte County Health and Human Services**  
**455 K Street**  
**Crescent City, CA 95531**

**Sierra County Behavioral Health**  
**704 Mill Street**  
**Loyalton, CA 96118**

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**Yreka, CA 96097**

**Plumas County**  
**PCIRC**  
**591 Main Street**  
**Quincy, CA 95971**

**Shasta County**  
**3300 Churn Creek Rd.**  
**Redding CA 96002**

### HMIS/CEP Committee Members

**Carol Madison, Chair**  
 County of Modoc

**Grace Poor, Vice Chair**  
 County of Lassen

**Cathy Rahmeyer,**  
 County of Plumas

**Daphne Cortese-Lambert,**  
 County of Del Norte

**Maddelyn Bryan,**  
 County of Siskiyou

**Vacant,**  
 County of Sierra

**Kalie Brisbon,**  
 County of Shasta



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### **1. Call to Order/Quorum Established/Introductions**

HMIS Committee members present: Grace Pore, Kristen Quade, Daphne Cortese-Lambert, Maddelyn Bryan, and Kalie Brisbon

Non-members present: Amanda Johnson, Tim Danielson, and Shawwna Flanigan

### **2. Public Comments (limited to 3 mins. per comment)**

Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.

No public comment

### **3. Action Items**

#### **I. Review and Approve Meeting Minutes from 5/20/2024**

Attachment A – 5/20/2024 Draft Minutes

Motion to approve minutes made by Kalie Brisbon, seconded by Maddelyn Bryan. Vote taken, all approved, none opposed. Daphne Cortese-Lambert abstained.

### **4. Discussion Items**

#### **I. Follow-up on the VI-SPDAT survey (UWNC)**

Review the limited responses received and develop a plan

Amanda Johnson shared the current survey questions as written and asked for additional feedback. Discussion ensued among committee members on how to adjust the questions to get more responses from end users, and others who use the HMIS system. Tim Danielson shared the process of changing the VI-SPDAT through HUD, and made some recommendations. Upon further discussion the committee agreed upon some language changes to the questions and to bring the final survey back at the next meeting for approval.

#### **II. Changes recommended by the HUD TA to the Privacy Policy (UWNC)**

Amanda Johnson shared a recommendation from the HUD TA to remove the word mandatory from the HMIS Mandatory Collection Notice. The committee discussed this change and recommended bringing it back to the next meeting for approval.

#### **III. Changes to policies and procedures for Agency Site Security Assessment (UWNC)**

Amanda shared recommended changes to the policies and procedures for Agency Site Security Assessment. She discussed the need to clarify the section with regards to the annual site visits. The committee discussed it



and agreed to a language change. The committee recommended bring this back to the next meeting for approval.

#### **IV. Committee Members (City of Redding)**

Shawwna Flanigan shared that she is still waiting on Advisory Boards who haven't had a chance to nominate new members yet, to provide her the names of the new members as soon as possible so she can put it on the August Executive Board meeting for approval. More info to come.

#### **5. Reports**

- I. HMIS Members** – No reports
- II. UWNC** – No reports

#### **6. Adjournment**

Motion to adjourn made by Daphne Cortese-Lambert, seconded by Grace Poor. Vote taken, all approved, none opposed.

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Next HMIS Meetings  
August 19, 2024 1pm – 2pm  
Redding City Hall, Housing Conference Room

Next NorCal CoC Executive Board Meeting  
July 18, 2024 1pm – 3pm  
Redding City Hall, Enterprise Conference Room