



HMIS/CEP Committee Meeting Minutes

(Date Approved: February 4, 2026)

REVISED January 7, 2026

9:00 am to 10:00 am

**112 East 2nd Street, Housing Program Office
Alturas, CA 96101**

NorCal CoC HMIS/CEP Committee Meeting

January 7, 2026

9:00am-10:00am

<https://us02web.zoom.us/j/84126668328?pwd=LYKQYDE39TZYfhLlbMakQHxEuzYxyX.1>

Meeting ID: 841 2666 8328

Passcode: 461508

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

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

Shasta County

2600 Park Marina Drive

Redding, CA 96001

**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

Nikki Kates,

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 cmadison@teachinc.org that will be read into the record.



1. Call to Order/Quorum Established/Introductions - 9:03 am. All members present: Maddelyn Bryan, Kristen Quade, Daphne Cortese-Lambert, Nikki Kates, Sarah Prieto, Alternate for Lassen County Nicole Lamica. Attendees: Teddie Pierce, Jamie Northrup, William Matson, Seth Maneja, Daniel Howland, Katie Eastman, Michael Coats, Amy Diamantine.

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. Approve December 3, 2025, HMIS/CEP Committee Meeting Minutes

Attachment A

Motion to approve by Daphne Cortese-Lambert. Second by Kristen Quade. 6 in favor. None opposed. Motion passed.

II. Approve Coordinated Entry System Policies and Procedures, December 2025

Review and approve the proposed Coordinated Entry System Policies and Procedures, December 2025

- Discuss prioritizing Prevention and Emergency Shelter
- Discuss roles and responsibilities of County Leads
- Training Date January 12, 2026 1pm
- Set a next review date HMIS/CES Committee Review

Exhibit B Coordinated Entry System Policies and Procedures

Exhibit C NorCal CoC, Job Aid – Coordinated Entry HMIS Processes

The meeting focused on reviewing coordinated entry system policies and procedures, with Maddelyn providing comments on documentation requirements for access points. The group discussed storage solutions for client documentation, with William and Daniel agreeing to explore options in the WellSky system, while Daphne noted that some staff lack licenses to handle digital documentation. The team agreed to have Daniel investigate creating custom forms for document storage with expiration dates, and Daphne planned to discuss this further at the COC meeting.

The group discussed documentation requirements for HMIS and agreed to allow agencies to upload primary documentation optionally, with Daniel investigating specific placement options. They reviewed the priority levels for housing placements, with Maddelyn and others expressing concerns about the complexity of the current system, leading to a decision to simplify the prioritization process and allow more local discretion. The team also discussed upcoming changes to assessment forms, with new HUD assessments being implemented the following week, and agreed to revisit the priority levels at the next meeting.

The group discussed updates to a document, focusing on prioritization and service offerings. They agreed to remove references to homeless prevention services, as many access points lack funding for prevention programs. Teddie proposed making emergency shelter an optional process, which Maddelyn supported, noting that some emergency shelter programs in Siskiyou County use coordinated entry. They also discussed the wording in the resource referrals section, with Maddelyn suggesting that "only" be removed to allow for flexibility based on funding sources.



Nicole suggested a potential modification to the language regarding coordinated entry rules. The discussion also touched on the monitoring of household rejections by providers, with Teddie mentioning that county leads would be responsible for this and suggesting a biannual report to the COC to track referral acceptance and reasons for rejection.

Teddie recommended forming county coordinated entry groups to meet twice monthly and review HMIS data, with the option to increase frequency if needed. Maddelyn questioned the necessity of providing detailed written guidance for client eligibility and enrollment determinations to coordinated entry, and others agreed to strike this requirement. The group discussed access to CES data, with Maddelyn highlighting the need to clarify the situation for non-HMIS users participating in coordinated entry. Teddie suggested that non-HMIS participants should sign a user agreement and complete privacy and security training.

The meeting focused on discussing HMIS user agreements and data entry processes, with Teddie agreeing to add a non-licensed user option and distribute revised agreements. The group explored ways to better track and document prevention cases, with Daphne highlighting the need to reflect prevention needs in funding decisions, leading to a decision to schedule a longer discussion on homeless prevention at the next meeting. Teddie also announced plans for coordinated entry system training the following Monday and would pull old data for file retention, while Daniel would provide updates on the upcoming federal upload.

No motion was made. Topic to be revisited at the next meeting.

4. Discussion (added Draft HMIS License Allocation Policy)

I. Draft HMIS License Allocation Policy

Review and discuss draft policy.

Exh. D Draft HMIS License Allocation Policy

There was no discussion on this item.

II. HMIS Data Status

- a. HMIS Project Renaming for consistency and better reporting
- b. HMIS User Agreements not signed
- c. HMIS Vendor Cleaning
- d. LSA data cleaning update – Status from Pathways - Daniel
- e. Pathways User Training Schedule – January 2026 Daniel
- f. 90-day HMIS license expiration reminder

Daniel provided an update on the LSA report, which is due next week and is progressing well with the help of responsive agencies. Teddie discussed ongoing efforts to improve California system performance measures and mentioned plans for special training to clarify rapid rehousing processes. She also noted that data entry issues in Shasta County are affecting reporting accuracy, and she is working on checking unused licenses and addressing administrative cleanup needs.

III. 2025 Federal CoC Notice of Funding Opportunity.

5. Reports

I. Pathways-MISI Report

II. CA SPM's (standing agenda item)

III. HMIS training needs (standing agenda item)

IV. HMIS Members



V. T.E.A.C.H., Inc.

6. Items for next meeting

I. Approval of Coordinated Entry Policies and Procedures

Members agreed to continue reviewing the CE policies between meetings and aim to formally approve the policies at the next HMIS meeting.

- Members submit written comments to Teddie in advance
- Bring a near-final version forward for approval.

II. Redefining the CoC Priority List

The group agreed that the current CoC priority levels are overly detailed and difficult to apply consistently in practice.

- How priority levels are determined (e.g. chronic homelessness, severity of service needs)
- Whether reliance should be on HMIS data vs. additional verification
- Balancing efficiency with fidelity to Housing First and local context

III. HMIS Document Uploading/Storage

The group agreed this topic needs follow-up once more information is available.
-Daniel will research HMIS (WellSky) options for uploading and storing primary documentation.

- The group will revisit:
- Whether and how documents should be stored
 - Optional vs. required use
 - Access, privacy, and licensing implications

IV. Draft HMIS License Allocation Policy

Review and discuss draft policy.
Exh. D Draft HMIS License Allocation Policy

7. Adjournment - 10:00 am.

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Next Regular HMIS Committee Meeting

February 4, 2026 9 am – 10 am

112 East 2nd Street, Housing Program Office, Alturas, CA 96101