



HMIS/CEP Committee Meeting Minutes
(Approved: May 6, 2026)
April 1, 2026
9:00 am to 10:00 am
112 East 2nd Street, Housing Program Office
Alturas, CA 96101

NorCal CoC HMIS/CEP Committee Meeting

April 1, 2026

9:00am - 10:00am

<https://us02web.zoom.us/j/87307936005?pwd=bl87lbDa6scUMYvZbaoVKbQHT97y1B.1>

Meeting ID: 873 0793 6005

Passcode: 052676

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 : 9:04 am. Roll call, quorum established.
Members present: Maddelyn Bryan, Kristen Quade, Alternate for Lassen County Juanita Williams, Daphne



Cortese-Lambert, Nikki Kates, Sarah Prieto.

Attendees: Kristen Schreder, Teddie Pierce, Jamie Northrup, Richard Brummer, Daniel Howland, Diniel , Amber Middleton, William Matson, Cassandra Knepp, Oretta Groom, Hollie Zander, Donna Sanders, Megan Williams, Ashley Simpson, Tim Danielson, Kalilah Wolfen, Melissa Taiji, D Jaramillo, Jaclyn Disney, Sara Martin, Emily Kerr, Thoma Broeker, Chris Sage.

2. Public Comments (limited to 3 mins. per comment) - No public 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. Approve February 4, 2026 HMIS Committee Meeting Minutes
Exhibit A Draft February 4, 2026 HMIS Committee Meeting Minute**

Motion to Approve by Kristen Quade. Second by Sara Prieto. All in favor. None opposed. Motion passed.

II. Approve Coordinated Entry System Policies and Procedures Jan 7, 2026 (Teddie)

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

2025 • Finalize CES Policy review focus areas:

- Service Referral Priorities
- Roles and responsibilities of County Leads
- Policy review date Sept 2026 HMIS/CES Committee

Exhibit B Coordinated Entry System Policy revised Jan 7, 2026

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

Regarding coordinated entry policies, Teddie clarified that while the document showed updates, the specific roles and responsibilities for county leads had not been finalized, with Teddie currently leading Shasta County's CES prioritization meetings until August when a decision would be made about local coordination responsibilities.

Teddie recommended focusing prioritization on transitional and permanent housing rather than shelter projects due to meeting frequency concerns. DaphneCortese-Lamber expressed the need to consult with Del Norte County representatives before finalizing the policy changes, particularly since they haven't yet held a coordinated entry meeting.

The group discussed placement priorities for housing programs, focusing on simplifying the current policy. Teddie suggested removing the detailed priority list and using cleaner, more general priorities, which the group agreed was necessary. They decided to clarify that the priorities should be considered in no particular order to avoid potential constraints on case conferencing and outreach decisions. The group also discussed the difference between chronic homelessness status and longest time homeless, with Teddie explaining that chronic homelessness involves specific criteria determined through an algorithm in the HMIS system.

The team discussed reviewing and finalizing coordinated entry policy comments over the next month, with feedback to be provided to Teddie between meetings for incorporation into the next draft. Teddie highlighted the need to add processes for exiting people from coordinated entry, particularly when they achieve permanent housing or are moved to case management.

The group agreed to table the policy approval until the next meeting to allow for county feedback and additional discussion.

III. HMIS Project Renaming (Teddie)

Review **project renaming and cleaning process, input needed**



The group also addressed HMIS project renaming to improve data organization and printing capabilities by county and agency designation, with Teddie presenting a proposed new naming convention structure that includes county codes followed by agency and project type information.

The team discussed project naming conventions and funding source management. William advised that while new projects should be created when funding sources change significantly, especially for state-funded programs, it's often more efficient to keep the same project and update funding information annually for one-time grants. The group agreed to use abbreviations like "MLT" for multiple funding sources and "PRI" for private funding in project names. Teddie mentioned that after the housing inventory chart is completed on April 30th, they will provide a mapping document showing project name changes and explanations.

IV. CA BHSA - HMIS Data Collection and Entry (Teddie)

Discuss data collection/entry requirements starting July 1, 2026

The meeting also covered new requirements for California BHSA HMIS data collection, with Teddie noting that behavioral health bridge housing projects must begin entering data into HMIS as of July 1st.

4. Review/Discussion Items

I. HMIS Data Management Status

- a. HUD reporting, timelines and updates (Pathways)
- b. HMIS Dedicated Training – Rapid ReHousing/Street Outreach
- c. HMIS Project Renaming and Updating
- d. HMIS User Agreements Status
- e. HMIS Vendor Cleaning
- f. HMIS license expiration reminder 90-Day review

The meeting focused on HMIS (Homeless Management Information System) licensing, training, and data management. Teddie discussed upcoming BHSA projects requiring additional licenses, with funding decisions expected in about a month.

The group addressed questions about read-only access requirements, with William clarifying that from Wellsky's perspective, all logins require licenses regardless of read-only status.

Daniel reported that the housing inventory data cleanup should be completed by the end of the week, with final review happening before the April 30th deadline.

Jamie confirmed that user agreements were successfully completed for all counties except Shasta.

The group discussed plans for a 7-year data clean of old HMIS entries, though this will require further discussion at the next meeting. Teddie announced plans to create a detailed list of what can be cleaned in the database and discuss the impact at the next meeting, noting limitations with closed projects that cannot be removed from visibility.

II. 2024-2025 Federal CoC Notice of Funding Opportunity - update on Federal CoC NOFO status

Teddie provided an update on the COC NOFO process, indicating that HUD is beginning to process first quarter awards for 2025 and recommended agencies planning to apply for transitional housing to begin developing program plans and cleaning data.

5. Reports

- I. Pathways-MISI Report
- II. CA SPM's (standing agenda item)
- III. HMIS training needs (standing agenda item)



IV. HMIS Members

6. Items for next meeting

7. Adjournment 10:04 am

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Next Regular HMIS Committee Meeting
May 6, 2026 9 am – 10 am
112 East 2nd Street, Housing Program Office
Alturas, CA 96101