SONOMA COUNTY
HOMELESS COALITION

Sonoma County HMIS/Data Committee
Agenda for March 10, 2025
10:00 AM – 11:00 AM Pacific Time

Virtual Public Meeting Information:

https://sonomacounty.zoom.us/j/98153122625?pwd=71rV1795pPRxvzP84-LOeXiG1hf8Qw.9dH13vPP-WRsmPlD

Passcode: 915059

Or Telephone: 669-900-9128
Webinar ID: 981 5312 2625

	Agenda Item	Presenter	Approx. Time
	Welcome and roll call.	Staff	
1.	Approve Meeting Minutes from February 10th meeting (Action Item)	Staff	5 mins
2.	Committee Chair Elections (Action Item)	Chair	15 mins
3.	Review of HMIS Software Transition Guide	Staff	20 mins
4.	Public comment for items not on the agenda.	Chair	

PUBLIC COMMENT:

Public Comment may be made via email or during the live zoom meeting. To submit an emailed public comment to the committee email daniel.overbury-howland@sonoma-county.org. Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Committee members. Public comment during the meeting can be made live by joining the Zoom meeting using the above provided information. Available time for comments is determined by the Committee Chair based on agenda scheduling demands and total number of speakers.

February 10, 2025
10am, Zoom

Topic: HMIS Data Committee

Start Time: February 10, 2025 10:05 AM

Welcome and Roll Call
- Roll Call was taken:
  - *Present: Nicole Bankson, Sasha Brown, Manny Galvan, Jessica Wolfe, Lindsey Hazelwood, Teresa Moore, Karla McLaren*
  - *Absent: Maleah Giron, Amy Marshall, Margaret Sluyk, Stig-Struve Christensen, Hua Su,*

1. **HMIS User Fee Policy Update (Action Item)- Daniel**
   - **Summary-** HMIS software user license costs continue to rise, and the system is expanding in terms of the number of users accessing it since 2018. DHS receives CoC funds for HMIS and staffing. These funds do not cover the costs of administering HMIS. HMIS participating providers already pay towards license costs as part of the CoC funding match process. To address the funding shortfall, the proposal is to limit to the number of licenses assigned to each HMIS participating provider.
   - Committee Discussion
   - Public Comment
     1. Marie K. made a comment.
     2. Kristie K. made a comment.
   - No Motion called.
   - Committee requested Staff to come back with alternative options for fee policy:
     1. Proportional scale based on other HMIS factors:
        a. Number of Active Programs
        b. Active Program's HUD Project Types (ES, RRH, PH, SO, Services Only)
        c. Active Program's HMIS Bed/Unit Inventory
     2. Sliding scale with a range of rates based on specific variable(s)-
        a. Agency User Count Groups (1-20, 21-40, 40+)
     3. Request for an approved fee policy be in place before new match agreements go out to partner agencies for 2025-26.

2. **Discussion on HMIS Demographic Data Collection- Manny G.**
   - o Committee Discussion
   - o Public Comment
   - o Committee requested Staff to review & update HMIS Policies & Procedures- HMIS Privacy Plan to include reference to best practices for data entry of HMIS Case Notes.

3. **Updates on Other Ongoing HMIS Topics- Ticketing System Software- Adam S.**
   - o **Summary-** Members of the Committee previously requested Staff to research Customer Relationship Management (CRM) software to implement for Sonoma County HMIS Users to contact the HMIS Administration team through an online Ticketing System software portal on various HMIS-related items and topics, including by not limited to, User Technical Support, New User Account and User Training Requests, New Program Requests, and Custom Reporting Requests. Presentation of comparison chart of two software platforms: Zendesk and Smartsheet.
   - o Committee Discussion
   - o No Public Comment
   - o Committee requested Staff to increase email communication with Users in the event of system-wide issues.

4. **Public comment for items not on the agenda.**
   - o Kristie K. made a comment.

Sonoma County HMIS Data Committee
Agenda Item Report

Item No: 3

Subject: Review of HMIS Software Transition Guide

Meeting Date: March 10, 2025

Staff Contacts: Adam Siegenthaler, Adam.Siegenthaler@sonoma-county.org

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Summary- The HMIS Data Committee has agreed to include updates on other Homeless Management Information System (HMIS) topics of interest as agendized items for ongoing review and discussion. One of these topics of interest is a review of the transition process to a new HMIS software platform vendor. The Bitfocus HMIS Transition Guide contains guidance of each stage of the transition process; from the formation of a vendor selection committee to contracting with a new software vendor. At the request of the Committee Chair, a review of this HMIS Transition Guide has been included as an Agenda Item.

Documentation of the Bitfocus HMIS Transition Guide is available for download and review: https://share.sonoma-county.org/link/C8ZPEqTIPsA/

Action Item: None.