



**HMIS/ CE Committee Meeting Minutes  
October 8, 2021  
10:30am – 12:00am  
Via Teleconference**

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

Meeting was called to order at 10:33am by Cathy Rahmeyer, Committee Chairperson. Quorum was established.

Members Present: Cathy Rahmeyer (Plumas), Maddelyn Bryan (Siskiyou), Grace Poor (Lassen), and Carol Madison (Modoc).

Alternate Members Present: Laura McDuffey (Shasta), Laurie Marsh (Sierra) & Roy Jackson (Del Norte).

Lead Agency: Keith Anderson, Paul Tunison and Shannon Goodwin.

Members of the Public: none

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

No public comments were received.

**3. Approval of Meeting Minutes**

Carol Madison made a motion to approve the meeting minutes from September 9, 2021 as submitted, seconded by Laura McDuffey. Roll call vote was taken, all approved, and none opposed.

**4. Action**

**I. Amended Coordinated Entry Addendums**

Shannon Goodwin informed the Committee that this item needed to be removed from the agenda.

**5. Discussion**

**I. Access Points (Standing item)**

Keith Anderson informed the Committee that currently there are no new access points.

**II. Service Providers (Standing item)**



Keith Anderson informed the Committee that currently there are no new service providers.

### **III. Housing Interventions (Standing item)**

Cathy Rahmeyer expressed that this would be the ideal platform to discuss and share housing intervention projects. To share knowledge with each other, then replicate in each county possibly. Keith Anderson added to the discussion that as each county is informed about new housing intervention in their county, this would be the platform to share that information.

Cathy Rahmeyer shared that Plumas County is still in search of a location for their homeless shelter. There is limited housing inventory for rapid rehousing due to the fires. They have been allowed by the State to utilize ESG funding to purchase a van to transport rapid rehousing clients which will be beneficial to their work.

Maddelyn Bryan shared that Siskiyou County has utilized funding from ESG CV-1 & 2 to implement emergency motel and hotel sheltering.

### **IV. Outreach Teams (Standing items)**

There are no new outreach teams to report currently.

### **V. Homekey Projects**

Keith Anderson made aware that if a Homekey Project is going to be or is started in a county that this project needs to be set up and information documented in HMIS for State reporting purposes. Keith verified that Del Norte's Homekey Project is in HMIS.

### **VI. ROI Signature Collection Process (Maddelyn Bryan)**

Maddelyn Bryan shared a few questions regarding the ROI client signature process that came up during HMIS training with Paul Tunison. The committee members shared how they are inputting covid client's signatures in the intake process. Keith Anderson will research the legality of not obtaining wet signatures from covid clients and whether an authorization to electronically sign on behalf of the client then later obtain the client's wet signature can still be done.



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**6. County Updates**

Maddelyn Bryan, Siskiyou, shared they are expecting the funding from ESG CV-1 & 2 to implement emergency motel and hotel sheltering to be very popular. They are grateful for this funding to be able to keep people warm during the winter months.

Grace Poor, Lassen, shared it was nice to meet Paul Tunison in person and receive CE training. They are excited to start implementing CE in Lassen.

Laura McDuffy, Shasta, shared they are transitioning in a new housing division with a new program manager, Dawn Pittori. They accepted the HHAP funding from the State, they also received an allocation for Project Room Key funding which they are in the process of subcontracting and will be announcing who will receive the funding.

Roy Jackson, Del Norte, shared they are getting ready to start their HomeKey project. They are not gaining momentum in permanent housing in their community, so they are shifting funds over to shelter services.

**7. Lead Agency Updates**

Keith Anderson reiterated the HomeKey project in HMIS and discussed starting a quarterly HMIS meeting.

**8. Discussion Items for Next Meeting**

- Review 2021 HMIS Governance Charter

**9. Adjournment**

Carol Madison made a motion to adjourn the meeting at 11:05am seconded by Grace Poor. Roll call vote was taken, all approved, and none opposed.

**Next Meeting**  
November 12, 2021  
**10:30am – 12pm**