

---

# Orange County Continuum of Care Policies, Procedures and Standards Committee

---

**Webinar:** <https://global.gotomeeting.com/join/197919917>  
**Dial by Phone:** +1 (872) 240-3212  
**Access Code:** 197-919-917  
**Date:** December 8, 2020  
**Time:** 3:30-5:00 P.M.  
**Board Members:** Tim Shaw (Chair), Judson Brown, Maricela Rios-Faust, Patti Long

---

## Minutes:

### I. Welcome and Introductions

Chair Tim Shaw called the meeting to order at 3:32 pm. All committee members are present.

### II. Policy, Procedures and Standards Committee Updates – Zulima Lundy, Continuum of Care (CoC) Manager

#### a. Update on the CoC Vision Ad Hoc

The CoC Vision Ad Hoc will be meeting in January or February 2021 to establish the vision and goals for the CoC for the next two years. The Office of Care Coordination working with a consultant to establish a framework, identify a workflow and next steps, as well as preparing needed data and materials to inform the discussion.

#### b. Lived Experience Ad Hoc

The CoC Board approved the creation of a Lived Experience Advisory Committee during the November 2020 meeting. The OCC will be meeting with the Advisory Committee Chair, Tim Houchen on structuring the committee.

#### c. PPS Chair Transition

PPS Committee Chair Tim Shaw has been elected as the new Chair of the CoC Board and Maricela Rios-Faust has been elected as the new Vice Chair of the CoC Board. By becoming the Vice Chair of the CoC Board, Maricela Rios-Faust will now be the chair the PPS Committee. The transition will occur in January 2021. Currently, Maricela Rios-Faust serves on the PPS Committee as an At Large member and with the transition, one to two seats are available to fill at the December 2020 meeting of the CoC Board. The PPS Committee will have one or two new At large members to join in January 2021.

### III. Homeless Management Information System (HMIS) – Zulima Lundy, CoC Manager and Erin DeRycke, 2-1-1 Orange County

a. Erin DeRycke presented an overview of the proposed HMIS User Licenses Fee Policy and presented the final recommendation based on the feedback received. The HMIS User License recommendations were

first brought to the PPS Committee in October and then in November. HMIS agencies were given the opportunity to provide feedback and asked clarifying questions regarding the proposals shared.

b. Zulima Lundy noted that the proposed HMIS User Licenses Fee Policy and related information has been shared with the community via email and was presented to the CoC Board. Each time feedback from users and the community was received, the proposals were updated to reflect the feedback and address question and concerns. The updated proposals were also shared at the CoC Executive Director meeting on December 3, 2020, provided. The CoC Executive Directors feedback was incorporated into the final proposal shared today.

c. Final Recommendation – Proposal #3

The HMIS User License Fee Policy is applicable to all agencies participating in the Orange County HMIS.

i. Agencies that receive state and/or federal funding that require HMIS participation will be charged for the number of licenses the agency has active at the end of the calendar year, based on the fee structure detailed below:

1. 1 – 5 users: \$500 annually
2. 6 or more users: \$2,500 annually

If a user has access to multiple agencies in HMIS, only the agency where the user is employed will be charged.

ii. Agencies that are newly awarded funding that requires HMIS participation during the calendar year will be required to pay \$500 prior to the awarded funding being implemented in HMIS.

iii. There will be no charge for agencies not receiving funding that requires HMIS participation.

d. Motion: Maricela Rios-Faust motioned to approve the recommended Proposal #3 of the HMIS User License Fee Policy. Patti Long seconded the recommendation. The recommendation passed by unanimous consent.

#### IV. CoC Data Dashboard – Zulima Lundy, CoC Manager and Erin DeRycke, 2-1-1 Orange County

a. Erin DeRycke presented an overview of the CoC Data Dashboard created utilizing HMIS data, the Contact Call Center Dashboard and the Coordinated Entry System Virtual Front Door Dashboard to the PPS Committee. The PPS Committee concurred that these dashboard will support the CoC Vision Ad Hoc, the annual CoC Notice of Funding Availability funding competition and assist in assessing any gaps in the homelessness system. The dashboards will be emailed to the PPS Committee for feedback and will be presented to the CoC Board during the January 2021 meeting for final review and approval.

#### V. Ad Hoc on Homeless Prevention Assessment Tool – Judson Brown, Ad Hoc Chair

a. Judson Brown shared an update on the first meeting of the Ad Hoc on Homeless Prevention Assessment Tool held on December 5, 2020. The Ad Hoc reviewed past and current tools for the prioritization of Homeless Prevention Assistance and found the tool created in 2016 as a useful starting point. The Ad Hoc will continue to meet to discuss feedback to improve the tool and incorporate questions related to the impact of COVID-19. The Ad Hoc discussed centralizing calls on Homeless Prevention through the 2-1-1 Orange County Contact Call Center. The next meeting is scheduled for December 10, 2020.

#### VI. Meeting Adjourned: 4:30 p.m.