

Policies, Procedures and Standards Committee

Meeting Date: February 14, 2023

Meeting Time: 3:30 p.m. – 5:00 p.m.

Meeting Link: [Click here to join the meeting](#)

Meeting ID: 255 961 398 574

Passcode: Va85iy

Or call in (audio only): +1 949-543-0845

Phone Conference ID: 355 139 686#

Committee Chair: Becks Heyhoe

Committee Members: Judson Brown, Dawn Price, Christina Weckerly-Ramirez

MINUTES

Welcome and Introductions – Becks Heyhoe, Chair

- a. Chair Becks Heyhoe called the meeting to order at 3:34 PM.
- b. Roll Call
 - i. Present: Becks Heyhoe, Judson Brown, Dawn Price, and Christina Weckerly-Ramirez

CONSENT CALENDAR

1. **Approve the Policies, Procedures and Standards (PPS) Committee Meeting Minutes from November 8, 2022.**

Dawn Price motioned to approve the items on the Consent Calendar. Judson Brown seconded the motion. Chair Becks Heyhoe, Judson Brown, Dawn Price, and Christina Weckerly-Ramirez voted yes. Motion passed unanimously.

BUSINESS CALENDAR

1. **Orange County HMIS Data Quality Plan** – Erin DeRycke, Vice President of Data Analytics, 211OC

Erin DeRycke provided an overview of the development and feedback process of the Orange County HMIS Data Quality Plan (Data Quality Plan). The purpose of the Data Quality Plan is to provide a centralized document that all agencies can access and can be used as a tool to improve data quality for the agency and OC HMIS as a whole. The Data Quality Plan includes an overview of the different components of data quality and how users can review their agency's data quality for each component. The Data Quality Plan attachment in the PPS Committee Agenda Packet also includes the established quarterly data quality monitoring and review process led by 211OC, as well as incentives and enforcements for the Data Quality Plan.

Recommended Action: Approve the recommended Orange County HMIS Data Quality Plan

Dawn Price motioned to approve the recommended action. Judson Brown seconded the motion. Chair Becks Heyhoe, Judson Brown, Dawn Price, and Christina Weckerly-Ramirez voted yes. Motion passed unanimously.

PPS Committee Member Comments:

- Dawn Price inquired on the next steps for a streamlined process of bringing the information to the CoC Board due to limited time during the CoC Board meetings. Dawn Price also shared from a provider perspective that some smaller projects may have a brief problem when starting new projects due to the learning curves and they should be provided some opportunity internally to resolve data quality concerns before the information becomes public.
- Judson Brown asked if the HMIS working group and the Data and Performance Management Committee considered informing the CoC Board of the projects that are on performance improvement plans, in addition to the incentive of acknowledging projects that are meeting data quality threshold.
- Christina Weckerly-Ramirez commented that reinforcements are really substantial and asked for more detail regarding the technical support and deadlines surrounding performance quality improvement.

2. **Continuum of Care (CoC) Nominating Committee Recommendations** – Becks Heyhoe, Chair and CoC Nominating Committee

Zulima Lundy provided background on the CoC Nomination process. During the September 28, 2022, meeting of the CoC Board, the CoC Board approved the appointment of the CoC Nominating Committee to complete an annual review of the CoC Board Governance Charter and support with the CoC nominating and election process for expiring seats. In December 2022, CoC Nominating Committee provided recommendations to the Office of Care Coordination for consideration during future CoC Board election cycles. Representatives from the CoC Nominating Committee, including Chair Becks Heyhoe, David Gillanders and Elida Sanchez, presented these recommendations to the PPS Committee.

Recommended Action: Approve creation of an Ad Hoc to review CoC Board nomination and election process recommendations.

Dawn Price motioned to approve the recommended action. Christina Weckerly-Ramirez seconded the motion. Chair Becks Heyhoe, Judson Brown, Dawn Price, and Christina Weckerly-Ramirez voted yes. Motion passed unanimously.

PPS Committee Member Comments:

- Christina Weckerly-Ramirez thanked the CoC Nominating Committee for their recommendations and suggested asking for a rubric to identify skills and qualities to evaluate interested candidates.
- Chair Becks Heyhoe shared that she hopes the ad hoc can assist and look at other areas of improvement.
- Dawn Price thanked for CoC Nominating Committee for bringing their recommendations to the PPS Committee.

3. **CoC Update** – Zulima Lundy, Director of Operations, Office of Care Coordination and Felicia Boehringer, CoC Administrator

Zulima Lundy provided the following updates:

- **Continuum of Care Manager Update:** Zulima Lundy announced that Sarah Jones has been promoted to the Continuum of Care Manager position.
- **Revised PPS Committee Governance Charter:** In mid-2022, the Office of Care Coordination and the CoC Committee Chairs met to discuss CoC Committee Governance Charter feedback and recommendations for revisions. A notable recommendation incorporated into the governance charter is the added option for CoC Committee Chairs to appoint a Vice Chair to support with the committee's efforts. All committee governance charters were revised to include language that aligns with the CoC Board Leadership Vision and commitment to racial equity efforts as part of the Racial Equity Roadmap action planning implementation. The Governance Charters can be found listed on the CoC webpage at the link: <https://ceo.ocgov.com/continuum-care>
- **2023 Homeless Survey:** The Office of Care Coordination, in collaboration with the Commission to End Homelessness, will be conducting a 2023 Homeless Survey for individuals experiencing unsheltered homelessness in Orange County. The 2023 Homeless Survey will seek to gather information that is not as easily captured during the biennial unsheltered Point In Time Count, to gain a better understanding of the current population experiencing unsheltered homelessness.
- **Unsheltered and Rural Homelessness (Special NOFO) Funding Awarded:** On February 2, 2023, the U.S. Department of Housing and Urban Development (HUD) announced the award of nearly \$315 million to 46 cities and localities across 30 states through the Special NOFO. Though the Orange County CoC was not awarded Special NOFO funding, the application process was beneficial as future projects were identified that can be beneficial to the Orange County CoC if other funding opportunities are released.
- **Homeless Point In Time Count Request For Proposals:** The County of Orange's Office of Care Coordination is seeking proposals from qualified organizations to provide Homeless Point In Time Count Professional Services. The primary goal of the Homeless Point In Time Count Professional Services is to assist the Office of Care Coordination in the planning, implementation, and reporting services for the Homeless Point In Time Count. For more information, visit the following link: [Homeless Point In Time Count Professional Services](#)
- **Orange County Cold Weather Emergency Shelter:** The Orange County Cold Weather Emergency Shelter is open and provides shelter for individuals experiencing homelessness at the Independence Park Gymnasium in Fullerton. The Orange County Cold Weather Emergency Shelter flyer can be found at the link: https://ceo.ocgov.com/sites/ceo/files/2023-02/OC%20Cold%20Weather%20Flyer%201.27.2023%20updated_0.pdf

Felicia Boehringer provided the following updates:

- **Racial Equity Roadmap Update:** Phase 3 of the Racial Equity Roadmap initiative concluded in December 2022, resulting in a final draft of the Racial Equity Roadmap Action Plan and C4 Innovation's recommendations for implementation and sustainability. A full update on the Racial Equity Roadmap will be presented at the CoC Board meeting on Wednesday, February 22, 2023, for those who wish to join.

Public Comments:

- Rebecca Kovacs-Stein shared that advocates are excited to hear about the Orange County Cold Weather Emergency Shelter but there has been difficulty finding one of the shuttles stops and suggested to add one more shuttle stop at the North end of La Palma Park because it would be helpful. Rebecca Kovacs-Stein also inquired if the Special NOFO application is

available to the public and whether it can be shared.

4. **Adjournment to:** Regular meeting on March 14, 2023, 3:30 p.m. – 5:00 p.m.