



**VC HMIS/PTH CES Steering Committee - Quarterly Meeting**  
**May 18<sup>th</sup>, 2022 / 9:30am - 11:00am**  
**Human Services Agency - 855 Partridge Drive, Ventura**  
**Peppertree Meeting Room (2<sup>nd</sup> Floor) / MS Teams**

Items	Notes	Action Items
1. Welcome/Introductions	Attendees: Jeff Wilson, Terrie Soto, Jill Fleming, Felipe Flores, Espy Gonzalez, Stefanie Robbins, Ramiro Guzman, Anya Abel, Mark Stadler, Chris Russell, Tisha Maeda, Scott Emerick, Rosie Walker, Amanda Cruz, Diane Lopez, Ninna Castellano, Susan Whitewood, Jenn Harkey, Doug Landon, Heidi Marine, Dischelle Harris	
2. CES Updates	<ul style="list-style-type: none"> <li>• PTH holding biweekly meetings, 2 times each week</li> <li>• Large que for presentation, especially for EHV.</li> <li>• Matching as quickly as possible</li> <li>• VAT fully in use for prioritization</li> <li>• PSH matching is going smoothly</li> <li>• Alicia Morales McKinney has transitioned 100% to her role in the CoC.               <ul style="list-style-type: none"> <li>○ Currently CES Support is Jeff Wilson, Ramiro Guzman and Stefanie Robbins while staffing the vacant position continues.</li> <li>○ CoC will still assist programmatically and with housing authority support.</li> </ul> </li> </ul>	
3. Training Updates <ul style="list-style-type: none"> <li>• ART Upgrade</li> </ul>	<p>Form Reminders</p> <ul style="list-style-type: none"> <li>• New user training request forms needed for new staff, training is held monthly.</li> <li>• Disable user form is needed within 24 hours of staff departure. May submit prior if upcoming change is known.</li> </ul> <p>ART – Advanced Reporting Tool</p> <ul style="list-style-type: none"> <li>• Not all users have access.</li> <li>• New tool, SAP Business Objects, is now available for use, as of Monday 5/16/22.</li> <li>• Wellsky will continue to host old tool through 6/6/22. Then support will be terminated, and it will no longer work.</li> </ul> <p>Office Hours for HMIS Support</p> <ul style="list-style-type: none"> <li>• Every other Friday Rosie &amp; Jeff hold an “open house” style teams meeting for users to drop in and ask questions that they need assistance with.</li> <li>• <a href="#">Office Hours Link Here</a></li> <li>• 10:00am -11:30am, Providers may drop in &amp; out as needed.</li> </ul>	
4. Site Visit Updates	<ul style="list-style-type: none"> <li>• 11 of 32 complete</li> <li>• Reserve a time through the bookings page. (Same one that is used for registering for trainings)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Visits are Mondays at 4:00 or Thursdays @ 2:00</li> <li>• Required annually for all member agencies</li> <li>• Must have a management level representative at the meeting.</li> <li>• Held virtually at this time.</li> </ul>	
<p>5. CES / PTH Prioritization List Clean Up</p>	<ul style="list-style-type: none"> <li>• Potentially looking at having a minimal score, tacking for participation, service providers looking at alternate housing opportunities.</li> <li>• Changes will be coming over the next several months.</li> <li>• Will be awaiting new CES Program Coordinator to be staffed before major changes are made.</li> <li>• VAT is needing to be submitted if you have a client who has been prioritized and is awaiting matching.</li> <li>• Ventura Housing Authority: Would like to see more families with children being referred as per the focus of their MOU. <ul style="list-style-type: none"> <li>○ More families are falling into the “At Risk” category as of late. Should be seeing more coming down the pike.</li> </ul> </li> </ul>	
<p>6. Document Submission Portal</p>	<ul style="list-style-type: none"> <li>• Website based portal for <u>all</u> document submission. <ul style="list-style-type: none"> <li>○ Will provide uniformity for submissions and process when received.</li> </ul> </li> <li>• Go live in July the site will be up and running.</li> <li>• User will select type of document (user vs case documentation), upload documents and submit. The system will direct it to the appropriate channels automatically.</li> </ul>	
<p>7. Roundtable Discussion</p>	<ul style="list-style-type: none"> <li>• Samaritan Center has new director coming in, start date is second week of June.</li> <li>• Providers feel free to send items for discussion/additions to the agenda if there is something to address for the good of the whole. Can respond to meeting invitation with items.</li> </ul>	