#  Muskegon County Homeless Continuum of Care Network

**Meeting Description:**  **MCHCCN Data Committee Meeting**

**United Way of the Lakeshore**

**31 E Clay Ave, Muskegon MI 49442**

**Meeting Date:** **December 7, 2023, ￼** **Time: 2:00pm – 3:00 pm**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Representatives | Present | Absent |  | Representatives | Present | Absent |
| Angela Mayeaux, Muskegon Housing Commission, Chair |  | X |  | Brandon Baskin, Health West | X |  |
| Chisara Butler, EWP | X |  |  | Shanna Turner, EWP |  | X |
| Diolinda Sali, HMIS Administrator | X |  |  | Ebony Williams, EWP |  | X |
| John Peterson, Consultant |  |  |  | Regan Dykes, Muskegon Rescue Mission  |  | X |
| Madison Butler, CoC Coordinator  | X |  |  | Lisa Reinecke, True North  | X |  |
| Kristy Smith, Family Promise |  | X |  | Kesha Sanders, True North  |  | X |
| Lisa Blok, Family Promise  |  | X |  | Amy Witt, PSH HW | X |  |

**Meeting Minutes**

1. Call to Order – 2:00pm
2. Introductions-Introductions were made to the group.
3. Approval of Minutes of Data Committee (AR) –November 2, 2023 – Brandon Baskin motion to approve, Lisa Reinecke seconded.
4. October & November Reports for Entry/Exit- Diolinda Sali presented the CE report to show the difference between October and November numbers. Madison Butler made a point to mention that there will be changes happening. There will be a separate page added to the same excel document to track the number as we go month to month that can be referenced to see the changes in homelessness over time. Brandon mentioned possibly adding those who have exited PSH programs either successfully or unsuccessfully to the report.
5. LSA-Update-Diolinda Sali presented the LSA to the group. The LSA reporting period is from 10/1/22-9/30/2023. The 2022 LSA upload was reviewed prior to starting the 2023 LSA. Last year there were warning flags presented that showed discrepancies in Bed Count pulled from HMIS compared to the 2022 HIC (Housing Inventory Count.) It was expected that these warning flags would pop up again this year. Overall, the 2023 LSA is on track to be completed and as accurate as possible before the deadline of January 17th, 2024. There were three PDDE errors that were quickly addressed. Overall, there are 14 warning flags currently. Last year there were a count of 15 warning flags, and we confirmed that almost all of them were presented are the same as last year's that were not resolved. 6 of the 14 warning flags seem to appear due to an internal error with the report which as of 12.7.2023, we have resubmitted the report and hope those warning flags will drop off and show as sufficient to report to congress.
6. Reminder-Report Cards/ELOCCS - Quarterly Reports for Data Clean Up in January- Reminder for report cards. Data Clean will begin in January. Data Quality Reports will be sent out later this week for people to check and see if they are able to access the information on the PDF or if Diolinda Sali will have to send email individually with the information necessary to fix the errors. Additionally, ELOCCS submissions will also be due in January. Madison Butler asked Brandon Baskin how often he pulls down from his grants. Brandon Baskin explained that he pulls from his grants monthly to stay on top of things. ESG programs are required to pull quarterly and to make it easier for everyone, the ELOCCS reports will now be pulled on a quarterly basis.
7. Other Business – PIT count is coming up on January 31st. More information will be sent out soon with regard to more details on how the PIT will be ran this year.
8. Adjourn – 2:38pm