DATA ANALYSIS MEETING
MEETING MINUTES
May 16, 2024
2:00 – 3:30pm

Facilitator:	Lee Nelson Weber		
Meeting Attendees:	Francisco Calderon, Tenisa Frye, Gustavo Perez, Rebecca Long, Johanna Schulte, Tonya Williams Members of the Public: Kenneth Parlove (LINC UP) Staff: Evan Hile, Craig Heerema, Ronan Parmenter		
Time Convened:	2:02 pm	Time Adjourned:	3:38 pm

Approval of Agenda			
Motion by:		Support from:	
Discussion	Removing review of consent agenda from agendas moving forward		
Amendments			
Conclusion			
Approval of Minutes		**April 18, 2024**	
Motion by:	Francisco Calderon	Support from:	Gustavo Perez
Discussion			
Amendments			
Conclusion	All in favor, motion carries.		

Data Analysis Elections – Vice Chair and Secretary			
Discussion			
Francisco expressed willingness to serve as vice-chair, and recruitment for a secretary is ongoing, with Lee offering to lead that effort. Lee nominated Francisco for vice-chair and called for additional nominations. **Lee made a motion from the chair to approve Francisco as vice-chair; all in favor, motion carries.**			
Action Items		Person Responsible	Deadline

System Scan Dashboard			
Discussion			
Evan reviewed the six-month System Scan dashboard, highlighting its functions and giving context for key data trends. The committee discussed the importance of this data view and potential enhancements to the dashboard. Plans including expanding the data to cover 18 months for more comprehensive analysis, with a goal to update the data monthly. The committee discussed additional data to make the report more complete and considered retaining elements from the previous dashboard. Evan will provide the link to Ronan for the group and recommended using Tableau Public for access by the Data Analysis committee.			
Action Items		Person Responsible	Deadline

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Improvement Strategy Discussion		
Discussion		
As part of the annual CoC Program Competition, the CoC is evaluated on system performance measures, with a focus on recruiting members from agencies dedicated to equity and discussing racial equity and disparate outcomes in system-level data. Challenges include the technical learning curve for understanding HMIS reports, but increased staff and meaningful data reviews are helpful. The committee discussed strategies to communicate findings to equity-focused groups without requiring membership to this committee, potentially creating a curriculum for quicker learning. There was discussion around updating coordinated entry questions to track LGBTQ+ community membership. Key organizations identified for partnership include YWCA, Hispanic Center, and Grand Rapids Urban League. An equity report was proposed to review front door system access points, and Evan suggested discussing its design at the June DA meeting, estimating completion of a current major project in 2.5 months. Lee will coordinate with Ronan to request volunteers for this effort. Rebecca and Tenisa expressed interest in participating.		
Action Items	Person Responsible	Deadline
Plan ad hoc group	Lee/Ronan	
Next Steps		
Discussion		
- Form ad hoc group - SPM Planning		
Action Items	Person Responsible	Deadline
Family Shelter Data Dashboards		
Discussion		
Francisco reviewed the dashboards, noting key highlights, particularly noting the addition of the family shelter in Wyoming has increased capacity by 20%.		
Action Items	Person Responsible	Deadline
Adjournment		