Systems Performance Committee
Regular Meeting Minutes

Date - 1/21/2026

Roll Call

Name	Present
Tamara Bauman	X
Sherry Tillman	X
Ruby Romero	X
Marvin Futrell	X
Kristina Sawyckyj	X
Ben Vaagen	X
Victoria Ewig-Kwan	X
Mustafa Mohammed	X
Shawna McMahon	A
Vacant	

- Roll Call – 8 members present – 1 member absent
- Quorum is met - Yes

Land Acknowledgement & Theory of Change
- **Land Acknowledgement:** The King County Continuum of Care Board acknowledges that we work on the unseated traditional lands of the Coast Salish peoples, especially the first peoples of Seattle, the Duwamish people. The original stewards of the land, past and present. We honor with gratitude the land itself and the Duwamish tribe. This acknowledgement only becomes meaningful when combined with accountable relationships and informed action and is the first step in honoring the land that we today sit on and their peoples.

- **Theory of Change –** If we create a homelessness response system that centers people who have lived experience of homelessness, then we will be able to meet needs and eliminate inequities, in order to end homelessness for all.

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Minutes Review: December meeting was cancelled due to not meeting quorum

- **Motion:** N/A
- **Vote:** N/A
- Motion N/A

Public Comment:

- Pri from St. Louis, Missouri is a CoC manager. We have two separate committees for HMIS and system performance, I'm here as an active listener to see how to navigate a combined approach.

Meeting Topic:

- Co-Chairs: Board Updates Committee Goal: Updates from other committee/board:

  o Kristina – No updates on NOFO. We've closed applications for board recruitment; the rating group will present candidates at the Convening on February 6th.

  o Ruby – NOFO was released and then rescinded; the federal administration is appealing. There will be an overview given at the next CoC meeting by Kelsey. Kelly will attend the next board meeting to provide updates and answer questions.

  o We're going to onboard new governing board members from our board for recruitment.

  o Catherine – The candidate forum is scheduled for Feb. 11th. We have not selected a date for our 2026 convening yet, most likely in June.

Meeting Topic:

- 2026 Workplan Approval:

  o Daniel – We're drafting an annual work plan for 2026. We're renewing our contract with Bitfocus, which should prevent any disruptions in HMIS. We have a new contract period that's going until the end of 2027. We're in the final stages of the process getting signatures in the next week.

  o Lauryn – Four groups of items on the work plan; System Administration, Project Management, Coordinated Entry System Configuration, Agency Management & Coordination.

    ▪ We act as a liaison between KCRHA and CoC.

    ▪ We integrated the needs of any new programs for data quality and reporting.

- ▪ We maintain the HMIS standard operating policies and user manuals.

- ▪ We ensure that all privacy and security requirements are upheld, and data breaches are prevented.

- ▪ Federal reporting season is Oct. – Apr.

- ▪ Bitfocus and R&D team will be supporting the CE system, CE DV survivor, and configuration of CE.

Motion: To approve the 2026 Work Plan for Bitfocus HMIS:
- **Motion:** Ruby
- **Second:** Marvin
- **Motion:** 8 yes, 0 no; motion passed unanimously

Name	Present
Tamara Bauman	Y
Sherry Tillman	Y
Ruby Romero	Y
Marvin Futrell	Y
Kristina Sawyckyj	Y
Ben Vaagen	Y
Victoria Ewig-Kwan	Y
Mustafa Mohammed	Y
Shawna McMahon	A
Vacant	

Meeting Topic:

- HMIS End of Year User Survey
  - o The survey was collaboratively drafted with CoC and Bitfocus
  - o The 2025 HMIS User Survey responses were used to improve users' experience
  - o We are assessing the software usability, accessibility, and the satisfaction of the software
  - o We had a total of 168 total survey responses, improvement from 2024

Meeting Topic:

- CoC Letter: SPC Review-Respond

- o A detailed letter with concerns of data collection, how we're understanding our inventory, PSH inventory in the region, are we using our inventory efficiently
- o Concerns with Measure 2 of the System Performance Measure Report, specifically around returns
- o The letter was focused on whether agencies were accurately reporting
- o Christina, Ruby, Tamara, Marvin, and Victoria will work on a formal response from the committee
- o Committee members stated they should have received a copy of the letter in advance of the discussion

Next Steps & Adjourn
- **Next meeting: February 18, 2026, 2:00pm – 4:00pm**