



System Performance Committee Meeting Minutes

Theory of Change

If we create a homelessness response system that centers people with lived experience of homelessness, then we will be able to respond to needs and eliminate inequities, in order to end homelessness for all.

Land Acknowledgment

The King County Continuum of Care Board acknowledges that we work on the unceded 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.

Date & Time

September 16, 2026; 2:00 – 4:00 pm PT

Roll Call

Name	Present
Tamara Bauman	P
Sherry Tillman	Absent
Ruby Tuesday Romero	P
Marvin Futrell	Absent
Kristina Sawycky	P
Ben Vaagen	Absent
Mustafa Mohammed	P

Shawna McMahon	P
Becky Gilley	P
Ellen Waters	P

- Roll Call – 7 members present – 3 absent.
- Quorum Met – Yes

SPC Co-Chair Update – Daniel Ramos III

The System Performance Committee was informed that co-chair Kristina Sawyckj was stepping down from her Co-Chair role. Given the short notice and uncertainty about her participation in the meeting, Daniel Ramos requested that a pro tem chair be designated for the meeting. Ruby Romero asked whether the committee's charter allowed the HMIS lead or staff person to chair a single meeting under such circumstances and offered to step in if needed. After discussion, Catherine Todd indicated that either a formal vote for a pro tem chair or having Daniel lead the meeting would be appropriate. Daniel expressed a preference for a formal vote.

Co-Chair Vote:

- Motion: To approve Daniel Ramos III to chair September SPC meeting – Shawna McMahon
- Second: Ruby Tuesday Romero
- The motion was approved by voice vote

Meeting Minutes Review:

- Motion: Approve the August meeting minutes – Ruby Tuesday Romero
- Second: Shawna McMahon
- The motion was approved by voice vote with one abstention by Becky Gilley

Public Comment: No public comment was made either verbally or in writing

Meeting Topic: CoC Board Update – Ruby Tuesday Romero

- The CoC Board recently elected seven board members, who completed their onboarding, and the Board is looking forward to working with them.
- New CoC Board co-chairs were also elected: Victor Loo and Michael Pickett.
- The Notice of Funding Opportunity (NOFO) process has been paused following court action, and the Board is awaiting further information regarding the impact on new applications and renewals.



- The next CoC Membership convening is scheduled for **November 18**, with an invitation to be distributed soon.

Meeting Topic: SPC Open Seat Recruitment - Daniel Ramos III,

The committee discussed the recruitment and selection process for System Performance Committee applicants and acknowledged the need for a clearer, more consistent process. Daniel presented a draft candidate assessment tool designed to provide an objective and transparent framework for evaluating applicants. The proposed rubric includes areas such as data and performance literacy, system and local knowledge, policy research, governance, equity and lived expertise, leadership and communication, capacity, and committee fit. Daniel noted that the tool was informed by committee members' strength-based assessments and emphasized that the goal is to build a committee with complementary strengths rather than expecting individual members to possess all desired skills. The proposed process could involve two committee members reviewing and scoring each application and bringing a recommendation to the full committee. The committee also discussed the need to ensure that evaluation criteria do not introduce bias or consider protected characteristics. Because the committee's charter is still being finalized, Daniel proposed using the assessment tool on an interim basis, with the opportunity to formally adopt and refine the process once the charter is complete and the committee develops its own bylaws.

Vote

- Motion: I move that the System Performance Committee adopt the following process as a standing committee rule for filling open seats.

When a seat on the System Performance Committee becomes available the HMIS lead administrator will contact candidates who have applied to confirm who is still interested in serving.

The HMIS lead administrator will compile the materials for all interested candidates into a single candidate packet. The candidate packet will be sent to committee members before the next System Performance Committee meeting.

And additionally, we would ask that the candidates do a Q&A session with the Committee during a scheduled System Performance Committee meeting – Ruby Tuesday Romero

- Second: Shawna McMahon
- No Motion made to adopt the candidate assessment tool.
- The motion passed with six votes in favor and one abstention.

Name	Vote
Tamara Bauman	Y



Sherry Tillman	Absent
Ruby Tuesday Romero	Y
Marvin Futrell	Absent
Kristina Sawyckyj	Abstain
Ben Vaagen	Absent
Mustafa Mohammed	Y
Shawna McMahon	Y
Becky Gilley	Y
Ellen Waters	Y

Meeting Topic: HMIS Annual Survey Review – Rohan Samuel, Bitfocus

Rohan Samuel from Bitfocus presented the draft 2026 HMIS End-User Survey and reviewed the proposed questions with the committee. The survey has been shortened to 10 questions based on a review of the 2025 survey, with the goal of reducing respondent drop-off while focusing on questions that generate actionable feedback for training, support, and HMIS improvements.

Key areas covered include:

- User satisfaction and confidence with Clarity Human Services.
- Feedback on current HMIS training and support formats.
- Training topics and areas of support for 2027.
- Agency participation in Coordinated Entry.
- Priorities for future HMIS improvements, including an opportunity for respondents to provide additional suggestions.
- Feedback on the new permanent housing exit reason data collection.

The committee supported the shorter survey format and the opportunity for open-ended feedback. Members also emphasized the importance of broad outreach to increase participation, including sharing the survey through existing stakeholder and constituent group meetings in addition to direct email outreach. Bitfocus will also promote the survey through the quarterly HMIS Leads meeting.

Permanent Housing Exit Reason Question: The committee approved exit reason to be added last month and today discussed whether to use a shorter open-ended question or more structured questions to gather feedback on the new permanent housing exit reason data collection. The structured approach would provide more detailed data for analysis, while the open-ended approach would keep the survey shorter. It was noted that the new question could generate



approximately 1,000 data points annually, providing valuable qualitative information for identifying patterns and informing future system improvements. The draft will also be revised to refer to permanent housing exit reasons broadly rather than specifically to Health Through Housing.

Next Steps:

Bitfocus will analyze the results and present findings in November or December to inform 2027 HMIS training and user-experience planning. Committee members may provide additional feedback on the draft by Friday, September 25, with comments sent to Daniel or Catherine for consolidation and delivery to Rohan/Bitfocus.

Timeline

Introduction Email/Launch - October 5th

Reminder Email 1 - October 7th

Reminder Email 2 - October 14th

Final Reminder – October 21st

Survey Closure: October 23rd

Next Regular Meeting

October 21, 2026; 2:00 – 4:00 pm PT

