

**HMIS@NCCEH Advisory Board
Executive Committee
Meeting Minutes
August 30, 2021**

Members Present: Brian Alexander (Chair), Lloyd Schmeidler (Secretary), Ashley VonHatten, Andrea Carey

Members Absent: Hanaleah Hoberman, Kat Wies, Rachel Waltz

Also Present: Matthew McDowell (NCCEH Finance and Operations Director), Adriana Diaz (NCCEH Project Assistant)

Brian called the virtual meeting to order at 2:04 PM.

Minutes: The approval of the minutes of the July 19, 2021, HMIS@NCCEH Advisory Board Executive Committee meeting was tabled until the following Executive Committee meeting on October 25, 2021.

2020-2021 Budget and Narrative Review: Matt reviewed the HMIS@NCCEH 2020-2021 Budget and Narrative report. Matt highlighted that the Budget and Narrative report is for the full 12-month Actuals vs. Budget for HMIS@NCCEH for the 2020-2021 contract year, which concluded on June 30, 2021.

Looking at the second page of the report, Budget vs. Actuals, Matt pointed out that the system was underspent relative to what was budgeted. Specifically, the budget came in at about 82% of planned expenditures. The primary way that expenses differed from what was originally planned was that Personnel Expenses were less than budgeted. Personnel Expenses were budgeted at \$580,377 while Actual Personnel Expenses were \$301,986. Matt stated that the discrepancy was somewhat offset by Project Expenses, which includes HMIS@NCCEH's agreement with ICA for two full-time individuals to assist the Data Center. Matt highlighted that, even with the increased Project Expenses, overall, HMIS@NCCEH spending in 2020-2021 was still under budget. The other three categories within the Budget and Narrative report were much closer to being in line with or slightly less than the budgeted amount.

Looking at the third page of the report, Cost Sharing and Actuals, Matt noted that for each of the three CoCs, the total bill was significantly below the initial budget. Therefore, the contracts with Durham CoC and Orange CoC will be able to bill for less than anticipated. Matt anticipates having data for July and August of the new HMIS contract year by the next Advisory Board Executive Committee meeting.

Brian noted that, in preparation for the current contract year's budget, adjustments were made to Personnel and Operational expenses in consideration of staffing and location transitions. Matt added that the final budget passed by the HMIS@NCCEH Executive Committee for the 2021-2022 contract year projects an HMIS@NCCEH director and analyst-level role starting October 1, 2021. Hiring these positions is in process.

Lloyd commented that, in terms of implementing a budget, it is always easier to come in under budget than over budget. Brian added that, if there was going to be a significant shift in

increasing the budget, that would be brought to the attention of the HMIS@NCCEH Advisory Board before any action was taken. Matt left the meeting after this discussion.

Approval of New Members: The Board discussed the approval of new members for the HMIS@NCCEH Advisory Board. Since the last Executive Committee meeting, the HMIS@NCCEH Advisory Board continued to work with NC 211 for one of their supervisors to potentially join the Board. Through Erika Ferguson, Brian was able to connect with the North Carolina Housing Finance Agency to identify another member. Rachel and Kat worked on finding a user representative from the Orange CoC. Through this work, three new members were recruited and are being presented to the Executive Committee for approval.

Brian presented Betty Tinsley from the North Carolina Housing Finance Agency as a potential member. Brian met with Betty earlier this month to discuss the HMIS@NCCEH implementation and governance. Ashley presented K'leigh Mayer from NC 211 as a potential member. Brian presented Debra Vestal from Inter-Faith Council for Social Service (IFC) as a potential member.

The Executive Committee moved to vote on the acceptance of Betty Tinsley, K'leigh Mayer, and Debra Vesta as members of the HMIS@NCCEH Advisory Board. Lloyd moved for their approval, and Andrea seconded the motion. The new members were approved unanimously.

Brian will reach out to the three new members to welcome them to the HMIS@NCCEH Advisory Board. The HMIS@NCCEH Advisory Board now has a full membership slate.

Evaluation Committee: The Committee discussed the formation of an Evaluation Committee for the HMIS@NCCEH implementation. Brian noted that, in the last Advisory Board meeting, Hanaleah and Donna had stated they would be agreeable to joining the Evaluation Committee. Brian recommended the creation of an Evaluation Committee that would include HMIS@NCCEH Advisory Board members as well as others such as HMIS end users.

The Committee discussed designating the Chair for the Evaluation Committee. Lloyd suggested asking Donna to be the Chair, and if she is unwilling to be chair, then to ask her to co-chair with Hanaleah. Brian will reach out to Donna to discuss the possibility of chairing or co-chairing the Evaluation Committee, and will reach out to Hanaleah if Donna agrees to co-chair. The Chair or co-chairs will be tasked with recruiting members for the Evaluation Committee. Lloyd suggested including members from each of the three CoCs who are not on the HMIS@NCCEH Advisory Board.

Inquiries: Brian received an inquiry from another CoC about joining the HMIS@NCCEH implementation. The CoC reached out to Brian to find out what would need to be done and what the timeline would look like. Brian noted that Andrea, Nicole, and he discussed the possibility and that the inquiry came from a smaller CoC with relatively fewer providers, users and projects. Brian acknowledged that, while allowing the CoC to join would affect capacity, the HMIS@NCCEH implementation is in a good place to consider allowing another CoC to join.

The HMIS@NCCEH Advisory Board has previously discussed creating an application process for CoCs wanting to join the HMIS@NCCEH implementation. Brian highlighted that accepting a new CoC would require a full Advisory Board vote with 75% of the members voting to accept the CoC.

Andrea voiced support for requiring an application so that there are clear expectations and agreed with Brian that it is a good time to consider an application, but also expressed concern around the timeline.

Lloyd brought up two considerations. The first was that with the application the Board would likely look to HMIS@NCCEH staff for input. The second consideration was in regards to the timing of adding another CoC to the implementation. He wondered if it would be prudent to wait until at least one cycle of the evaluation of the HMIS lead agency is complete. Lloyd noted that the evaluation could provide helpful information to the HMIS@NCCEH Advisory Board as well as potential new CoC members and demonstrate to potential new CoC members the Board's commitment to transparency.

Ashley mentioned being unclear around what the scope of work in bringing in a new CoC would entail. She was unsure if more work would be given to the NCCEH Data Center staff. Brian responded that the Board would need to find out more information from the CoC concerning things such as number of projects, number of end-users, and the CoC's HIC to gauge the workload.

Lloyd suggested looking to January 1, 2023 as a more realistic option for including a new CoC in the HMIS@NCCEH implementation than July 1, 2022.

Brian acknowledged that the recent addition of scripts for different processes, such as a script for import/export for Volunteers of America (VOA), could potentially be used as a way to get information from the interested CoC.

Brian outlined four possible paths to take:

1. Creating a process for the HMIS@NCCEH Advisory Board to make a decision.
2. As the HMIS Lead, NCCEH needs to figure out its capacity.
3. Talk with WellSky to figure out what existing scripts or other resources there are to make the process quicker.
4. Brian has another discussion with the interested CoC scheduled to explore their interest further.

Advisory Board Agenda for the September 27, 2021 meeting: Brian outlined the following agenda items for the upcoming Advisory Board meeting:

1. Welcome and minutes
2. Introduction of NCCEH Executive Director, Ryan Fehrman, and new Advisory Board members
3. HMIS Lead update
4. Introduction and possible approval of a Duke Health research project by Stephanie Poley using HMIS@NCCEH data.
5. Discussion about another NC CoC possibly applying to join the HMIS@NCCEH implementation
6. Update on formation of the Evaluation Committee

Lloyd added that, in the introductions of new Advisory Board members, it would be helpful for them to include what information from the HMIS@NCCEH implementation would be beneficial to their agencies.

The meeting adjourned at 2:53 PM.

Respectfully submitted,

Lloyd Schmeidler, Secretary with staff support from Adriana Diaz