NC Balance of State CoC Funding and Performance Subcommittee
Meeting Minutes
01.28.2021

Members Present: Melissa McKeown, Amy Modlin, Sarah Lancaster

NCCEH Staff Present: Brian Alexander, Andrea Carey

Minutes:
- Brian welcomed members and introduced the agenda for the meeting.
- Andrea gave an update on progress for a dashboard to use for monthly Steering Committee meetings.
    - The NCCEH Data Center has requested an upgrade to system reporting from WellSky to allow a custom field for NC County of Service. WellSky has completed their work. Andrea has begun the QA process to ensure that the fixes are correct.
    - ICA is finalizing the scope of work with NCCEH. The dashboard produced will be developed to consider both CoC-wide and regional data.
    - The CoC will begin using the dashboard with the Steering Committee. Once we ensure that we have what we need, the FPS will consider the rollout plan to regions.
- Brian provided an overview of where we are with our goals to increase HMIS emergency shelter and transitional housing program bed coverage in the NC Balance of State CoC.
    - Brian reminded members the goals that the FPS recommended and the Steering Committee approved:
        - The NC BoS CoC will increase HMIS emergency shelter bed coverage to 75% by December 31, 2021.
        - The NC BoS CoC will increase HMIS transitional housing bed coverage to 45% by December 31, 2021.
    - Staff and FPS members gave updates in resources needed for regions to do engagement and recruitment activities.
        - Survey HMIS participating agencies for feedback (Amy/Andrea)
            - Amy developed questions that Andrea used to populate a survey that was released to HMIS-participating agencies the week of 01/11/21.
            - The survey participation deadline is 02/01/21. Andrea will be evaluating the data next week and incorporating information into the simple guide.
        - Regional 2020 Housing Inventory Count (Adrianna/Andrea)
            - Andrea and Adrianna have organized the information. Adrianna is working on creating a regional HIC with contact information to be done by 02/05/21.
        - Sample scripts to help guide conversations (Melissa/Jane)

- Melissa and Jane had an initial conversation. Melissa will finish up draft scripts this weekend and send to staff. Staff will email the draft scripts to members for feedback.
  - Simple guide (Andrea/Brian)
    - Andrea has begun organizing the simple guide to be ready soon to email to members for feedback in preparation for the kickoff webinar.
    - Melissa mentioned that more support needs to be given to new agencies as they get licensed and start entry of clients into the system. This could help with recruitment and retention.
      - Staff and members brainstormed potential ideas for this support including a monthly orientation for new licensed agencies to provide answers to questions and potentially demo'ing the system; one-on-one conversation early in the licensing process to help new users enter initial clients into the system.
      - Staff will do some thinking about potential options to work within current capacity.
- The HMIS Recruitment Kickoff Meeting will be held on 02/09/21 and will provide:
  - Overview of goals
  - Plan and responsibilities
  - Resources
  - Reporting
  - Timeline
  - Staff will work on slides and collaborate with individual members to present sections of the content. Be on the lookout for an email next week.
- Next month's meeting will be Thursday, February 25, 2021 at 11 AM. We will start the FY21 CoC Funding Priorities Process. Staff will email the FY20 document in advance of the meeting for members to review.