

HMIS Advisory Board Meeting Agenda

Wednesday, March 20, 2019, 1 – 3 PM

Link Building, 200 S. Cameron Street, Hillsborough, NC

WELCOME

ONE	Presenter: Brian Alexander	Estimated Time: 5 min
	Background Information: Welcome and introductions of members and other guests at the table and online. Brian will discuss today's agenda.	

APPROVAL OF MINUTES

TWO	Presenter: Lloyd Schmeidler	Estimated Time: 5 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: Members will review minutes from the February 6, 2019 meeting and suggest corrections. Members will approve meeting minutes	
	Supporting Materials: <ul style="list-style-type: none"> Draft February 6, 2019 Minutes: Emailed 	

FINANCIAL REPORT

THREE	Presenter: Matt McDowell	Estimated Time: 20 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: Matt will present a current financial report to HMIS Advisory Board members.	
	Supporting Materials: <ul style="list-style-type: none"> Financial Report: Emailed 	

MEMBERSHIP

FOUR	Presenter: Brian Alexander	Estimated Time: 20 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: To ensure a breadth of representation, the HMIS Advisory Board must recruit members from their respective CoCs. According to the draft HMIS Advisory Board Policies and Procedures, 11-14 members should be selected to serve on the HMIS Advisory Board. In its first year, designated CoC representatives will nominate, recruit, and approve other non-CoC designated board members. Brian will update members on the invitation and members will set a timeline for recruitment.	
	Action Items & Supporting Materials:	

HMIS@NCCEH STATUS UPDATE

FIVE	Presenter: Denise Neunaber	Estimated Time: 40 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: Denise will update members on the latest developments in the transition from the NC HMIS to the new implementation. Information will include status of the demo site provided by WellSky and projected timeline for transition. Denise will also present the Draft Interim HMIS Policies and Procedures for feedback and discussion. Members will contemplate approval of the document to move forward with the implementation.	
	Supporting Materials: <ul style="list-style-type: none"> • Agency Participation Agreement • Interim HMIS Policies and Procedures 	

NEW SOFTWARE

SIX	Presenter: Denise Neunaber & Amy Sawyer	Estimated Time: 15 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: Denise and Amy will update members on NCCEH's exploration of potential new software to replace WellSky's ServicePoint software. Members will determine how next steps and how the HMIS Advisory Board will make decisions, including forming an exploratory workgroup to work with NCCEH staff to provide recommendations and bring information back to the members.	
	Supporting Materials:	

REQUIRED DATA ELEMENTS

SEVEN	Presenter: Brian Alexander & Lloyd Schmeidler	Estimated Time: 10 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: The Durham CoC has requested that the HMIS Advisory Committee consider adding "Reason for Exit" as a required data element for exit interviews. Members will consider this request.	
	Supporting Materials:	

NEXT MEETING TIME

EIGHT	Presenter: Brian Alexander	Estimated Time: 5 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: The HMIS Advisory Board will regularly meet every other month, meeting on odd months of the year. The next meeting will be held on May 15, 2019 from 1-3 PM.	
	Supporting Materials:	

3:00 PM ADJOURN

Next Steering Committee Meetings: May 15, 2019 at 1 PM in Durham TBD