

# HMIS Advisory Board Meeting Agenda

Wednesday, May 10, 2019, 2 – 4 PM

Durham Community Development Department, 516 Rigsbee Avenue, Durham, NC

Call-in info (audio): 401-283-4752, pin 13939

Online presentation: [uberconference.com/brianncceh](https://uberconference.com/brianncceh)

## WELCOME

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

## APPROVAL OF MINUTES

<b>TWO</b>	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 5 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> Members will review minutes from the March 20, 2019 meeting and suggest corrections. Members will approve meeting minutes	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>Draft March 20, 2019 Minutes emailed prior to the meeting.</li> </ul>	

## FINANCIAL REPORT/PRESENTATION OF THE 2019-2020 BUDGET

<b>THREE</b>	<b>Presenter:</b> Denise Neunaber	<b>Estimated Time:</b> 40 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> Denise will present a current financial report and a draft 2019-2020 budget for HMIS@NCCEH. Members will consider approval of next year's budget.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>March 2019 Financial Report emailed prior to the meeting.</li> <li>Draft 2019-2020 HMIS@NCCEH budget emailed prior to the meeting.</li> </ul>	

## HMIS@NCCEH STATUS UPDATE

<b>FIVE</b>	<b>Presenter:</b> Denise Neunaber	<b>Estimated Time:</b> 40 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> 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.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>Interim HMIS Policies and Procedures emailed prior to the meeting.</li> </ul>	

## MEMBERSHIP

<b>FOUR</b>	<b>Presenter:</b> Brian Alexander	<b>Estimated Time:</b> 15 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> To ensure a breadth of representation, the HMIS Advisory Board must recruit members from their respective CoCs. According to the 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. Members will update each other on recruitment activities and consider approval of new members to start at the July 2019 HMIS Advisory Board meeting.	
	<b>Action Items &amp; Supporting Materials:</b>	

## SUBCOMMITTEES/WORKGROUPS

<b>SIX</b>	<b>Presenter:</b> Brian Alexander & Denise Neunaber	<b>Estimated Time:</b> 15 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> To drive special and ongoing projects for HMIS@NCCEH, the HMIS Advisory Board may establish subcommittees and/or workgroups. These subcommittees and workgroups will address ongoing issues that require more in-depth study and research that cannot be handled through quarterly HMIS Advisory Board meetings. They will provide recommendations to Advisory Board members to improve and make the HMIS more effective. The HMIS Advisory Board will consider potential standing subcommittees and/or workgroups needed for emerging needs.	
	<b>Supporting Materials:</b>	

## NEXT MEETING TIME

<b>EIGHT</b>	<b>Presenter:</b> Brian Alexander	<b>Estimated Time:</b> 5 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> The HMIS Advisory Board will regularly meet every other month, meeting on odd months of the year. The next meeting will be held on July 17, 2019 from 1-3 PM.	
	<b>Supporting Materials:</b>	

## 4:00 PM ADJOURN

Next Steering Committee Meetings: July 17, 2019 at 1 PM at NCCEH main office