Members Present: Brian Alexander (Chair), Rachel Waltz (Vice-Chair), Lloyd Schmeidler (Secretary), Ashley VonHatten, Andrea Carey, Hanaleah Hoberman, Kat Wies

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

Brian called the virtual meeting to order at 2:03 PM.

Minutes: Lloyd presented the minutes of the July 19, 2021, and August 30, 2021 HMIS@NCCEH Advisory Board Executive Committee meeting. Ashley moved for their approval, and Rachel seconded the motion. The minutes were approved unanimously.

2021-2022 Budget and Narrative Review: Matt reviewed the HMIS@NCCEH 2020-2021 Budget and Narrative report from July 1, 2021 to August 30, 2021. The first page contains a narrative of the expense categories that outline the costs for the NCCEH Data Center, and largely remain unchanged from report to report.

Looking at the second page of the report, Budget vs. Actuals, Matt highlighted that the column for budgeted expenses is $1/6$ of the total budget for the fiscal year of July 1, 2021-June 30, 2022, to give a better picture of the budget thus far. The only items listed that are not exactly $1/6$ of their year amount are the Audit and Payroll Processing, as NCCEH was audited, and the Wellsky ServicePoint Software category, Wellsky bills NCCEH quarterly, and there are upfront fees at the beginning of the year. Matt noted that the Wellsky costs seen now are higher than the 1/6 of the year amount, and that there is about $41,000 of expenses in the first two months of the fiscal year, which is normal and what is called for by the contract with Wellsky. As the year goes on, the expenditures for that category will level off.

Matt also noted that the HMIS@NCCEH budget is at 75 percent of planned expenses. For Personnel costs the budget is at 48 percent of planned expenses. Matt pointed out that the budget for the year includes a data analyst and Data Center director role. Both positions have been advertised but have not yet been filled, and so long as the roles are unfilled the Personnel costs will remain below budget. In terms of other expenditures, the HMIS@NCCEH expenses are more on target. Matt stated that the Independent Contractors line item includes expenses for two full-time ICA employees who assist the Data Center.

Looking at the third page of the report, Cost Sharing and Actuals, Matt highlighted the Fee Agreements with the Durham and Orange CoCs, explaining that he is in the process of finalizing the agreements and sending invoices for the fiscal year which ended on June 30, 2021.

Hanaleah asked for further explanation regarding NCCEH's hiring process of two Data Center employees, as the positions have been advertised since early September but have not yet been filled, specifically if there have been any significant challenges.

Brian explained that the NCCEH Board wanted to wait for NCCEH's new Executive Director to come on board before hiring Data Center employees. After new Executive Director, Ryan

Fehrman, was hired, the job listings were posted. However, initial applicants did not have the experience necessary for the Data Center. In the last two to three weeks, NCCEH has spoken with people in its network to post the job listings to better targeted websites and has made updates to the job descriptions. Since then, NCCEH has received more applications which look more suited to the job responsibilities. Andrea and Nicole Purdy from the Data Center will be reviewing applications this week, with a goal of beginning initial interviews in the next few weeks. Brian noted that it is unlikely that the positions will be filled by the end of 2021.

Andrea commented that NCCEH also had noticed that many weeks had gone by since the initial job postings. Given that the job postings did not result in applicants with the desired skills of the Data Center, NCCEH decided to revise the job description and do more outreach for better posting locations.

Lloyd asked for confirmation from Matt that, while the expenses are higher in some categories, he expects that they will come into line over the course of the fiscal year. Matt confirmed this summary and explained that given that the report includes only sixty days of data, there were some distortions to the budget. Looking at the Independent Contractors budget category, Lloyd noticed it was slightly over-budget and asked if that was expected to continue. Brian answered that it was due to billing and the contract maximums made with ICA. Matt pointed out the final expenses for Independent Contractors should be almost to the penny, unless there is additional work needed that was not in the original scope for ICA. Brian pointed out that the Independent Contractors category includes more than just the ICA System Administration contract and also accounts for the Learning Management System.

Matt left the meeting after this discussion.

Potential CoC Partnerships: The Board discussed data sharing and the possibility of allowing other CoCs to join the HMIS@NCCEH implementation.

Brian shared that the HMIS@NCCEH Advisory Board had been approached by a group that has set up a broad system-wide sharing between sectors such as homeless services, healthcare, and industry. The group approached the HMIS@NCCEH Advisory Board to hear where they might play a role in that sharing and the possible inclusion of HMIS data. It is a CDC-funded project that was originally about obesity but is now more focused on health outcomes in general. There will be more discussions once Brian and Andrea receive more information in the next few weeks.

Vaccine Research: Andrea presented the NC DHHS HMIS Vaccination Analysis. DHHS will be sharing the presentation slides with the COVID leadership group sometime in November. HMIS data from the three CoCs (Orange, Durham, Balance of State) were used, and Andrea highlighted the small cell suppression, which was used for population segments of less than 500 people. Information for those populations was suppressed to protect personally identifying information.

Overall, from January 2021 to the end of September 2021, a lower percentage of people with HMIS records were vaccinated than the total state population, with 19% of those in the HMIS population vaccinated versus 59% of the North Carolina population. In particular, the percentages were lower for younger people who have had less time to receive a vaccine. When broken down by race, 20.3% of people identifying as White in the HMIS population are

vaccinated versus 44% of those identifying as White in the state population; 19.6% of folks identifying as Black in the HMIS population are vaccinated versus 49.2% in the state population.

Looking at the HMIS population that is vaccinated by CoC, Durham had 27.3% vaccinated, Orange had 35.6% vaccinated, and Balance of State had 16.8% vaccinated.

When looking at vaccination rates by the brand of vaccine, Johnson & Johnson had the lowest number at 15.5% whereas Moderna and Pfizer were hovering around 40%. Brian noted that this was interesting because the push was made to use the Johnson & Johnson vaccine with people experiencing homelessness, as it is a single dose vaccine.

The results so far indicate that outreach efforts work but more outreach is needed. This trend was seen with the approval of Group 5 (those ages 16 and up) to receive a COVID vaccine and with the Delta variant infection spike.

Andrea will send out the slide deck in about a week, when it is finalized.

Rachel asked what the methodology for this research was. Andrea answered that standard HMIS HUD CoC exports were used, with a slight modification for county questions so that the data could be divided by BoS region. This is valuable in that the data preparation in Tableau can be shared with NC HMIS and DHHS will ask if NC HMIS wants to participate now that there is preliminary data. Brian added that there were some data points that were off regarding matches, so there is an error rate of around 3-5%. Going forward, a data set will be provided to DHHS every month so that updates can be made, trends can be pinpointed, and appropriate actions can be taken.

Lloyd asked what the time period was of the people entered into HMIS. Andrea answered that the period is from January 2021 to the present.

Advisory Board Agenda for the November 29, 2021 meeting: Brian outlined the following agenda items for the upcoming HMIS@NCCEH Advisory Board meeting:

1. Welcome and minutes
2. HMIS@NCCEH updates
3. CODI – Broad system sharing opportunity
4. Vaccine research presentation from Erika Walsh
5. Subcommittee updates
    a. Update on the formation of the Evaluation Subcommittee
    b. Introduction on the formation of the System Configuration Subcommittee

The meeting adjourned at 3:04 PM.

Respectfully submitted,

Lloyd Schmeidler, Secretary with staff support from Adriana Diaz