HMIS@NCCEH Advisory Board
Executive Committee Meeting Minutes
February 28, 2022

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

Members Absent: Rachel Waltz (Vice-Chair), Kat Weis

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

Brian called the virtual meeting to order at 1:04 PM.

Minutes: Lloyd presented the minutes of the January 21, 2022, HMIS@NCCEH Advisory Board Executive Committee meeting, which was rescheduled from its original date in December. Andrea moved for their approval, and Lloyd seconded the motion. The minutes were approved unanimously.

HMIS@NCCEH Data Center System Administration Updates: Andrea reported a personnel change for one of the two system administration roles being contracted with ICA. Tonya Harris has moved to a new project and was succeeded by Allison Winston. Allison is focusing on the Balance of State PIT/HIC data and has not started full time. The Data Center is working to figure out coverage until Allison is able to begin working full-time.

HUD TA Update: Brian provided an update on the HMIS@NCCEH implementation's work with HUD TA. The consultants assigned by HUD met with a subcommittee of the HMIS@NCCEH Advisory Board Executive Committee to discuss what a process for CoCs interested in joining HMIS@NCCEH would look like.

As a resource, the HUD TA consultants provided a document used for HMIS implementations to review various aspects of its implementation. The document was originally created to support the HMIS Capacity grant and can be leveraged for HMIS@NCCEH's implementation now. They will be creating a checklist of items to review within the HMIS@NCCEH implementation to ensure a good decision-making process. That checklist will be used to flesh out more content needed from interested CoCs and to evaluate the HMIS@NCCEH's implementation's capacity.

Lloyd commented that it would be good to complete at least one round of evaluations for the HMIS@NCCEH implementation before considering allowing other CoCs to join.

Data Configuration Subcommittee Update: The Durham CoC identified two users to participate in the Data Configuration Subcommittee. Brian will send requests for BoS users to participate. Andrea is hoping to hold the first subcommittee meeting in March.

2021-2022 Financial Statements Review: Matt reviewed the YTD financials for the first third of the 2021- 2022 contract year (July 1-Oct 31, 2021). Looking at the mid-year report for the 2021-22 FY, the HMIS@NCCEH budget is at about 81 percent of the total budgeted amount for this point of the year. Matt noted that this is still comfortably below the budgeted amount, and that the largest single line item in system expenses is from the ICA independent contractors. There is a large fee of the ICA contract that is charged each December, and in December 2021 the final fee was recorded and paid for. This explains why the HMIS independent contractors' line is

slightly over the straight-line budget.

Matt also highlighted that the search for the Data Center analyst and director positions is ongoing. Brian added that the first round of interviews will be happening the first week of March, and a second round of interviews will be held the following week. After all interviews, there will be a 2-to-3-week period to identify who will be hired. The hope is that the new hires can begin working by mid-to-late April.

Looking at cost sharing between the three CoCs, Matt has completed the contracting process with the City of Durham for the Durham CoC for CY 2022 and the Orange County Government for the Orange CoC for CY 2022, and both contracts are now in place. Once actuals come in, likely around August, Matt will send out invoices to both CoCs.

The draft budget document for FY 2022-23 included the proposed budget for FY 2022-23, the budget for FY 2021-22 for comparison and three prior years of expenses. The proposed budget reflects having two new employees in the entire FY budget, as well as a modest increase in the HMIS contractors/consulting line. At the CoC level, Andrea added that the budgeted amounts for HMIS licenses need to be reviewed since CV funding will be going away. She and Matt will review the numbers and redistribute a new draft to the HMIS@NCCEH Executive Committee.

Hanaleah asked for an update on the surplus money from the Data Center budget. Andrea answered that a team conversation is still needed and suggested the money could be used to develop CoC dashboards. Hanaleah asked if there was a way to use unspent dollars to float into paying next year's fees. Matt answered that funds do not roll over because invoices are based on actual spending instead of the projected spending within the budget.

Lloyd asked if the Balance of State CoC dashboard was paid for by BoS's HMIS@NCCEH budget. Matt confirmed it was not a shared expense included in the HMIS@NCCEH budget.

Advisory Board Agenda for March 28, 2022, meeting: Brian outlined the following agenda items for the upcoming Advisory Board meeting:

    a. Welcome

    b. Approval of minutes

    c. HMIS@NCCEH updates

    d. NCDHHS Vaccine Research project update

    e. HUD TA update

    f. 2021-2022 Goals update

The meeting adjourned at 2:00 PM.

Respectfully submitted,

Lloyd Schmeidler, Secretary with staff support from Adriana Diaz