

**HMIS@NCCEH Advisory Board  
Executive Committee Meeting Minutes  
June 27, 2022**

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

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

Brian called the virtual meeting to order at 1:03 PM.

**Minutes:** Brian presented the minutes of the April 25, 2022, HMIS@NCCEH Advisory Board Executive Committee meeting. Kat moved for their approval, and Lloyd seconded the motion. The minutes were approved unanimously.

**2021-2022 Financial Statements Review:** Matt reviewed the YTD financials for the first ten months of the 2021-2022 contract year (July 1, 2021-April 30, 2022). For the year to date, the HMIS@NCCEH budget is at about 86 percent of the total budgeted amount. Matt noted that this is still below the total budget. Personnel costs are at 73% of the total budgeted amount but will increase to reflect hiring Tim Bender recently as a Data Center analyst. Expenses for WellSky are final as it bills quarterly and did so in April.

Looking at cost sharing between the three CoCs, Matt noted that each CoC will be billed less than what was projected based on the current actuals. Once final actuals for the July through June fiscal year come in, likely in August, Matt will send out invoices to the Durham and Orange County CoCs. Matt will present financials for the full 2021-2022 fiscal year at the August Executive Committee meeting.

**HUD Technical Assistance (TA) Update:** Brian provided an update on the HMIS@NCCEH implementation's work with HUD TA. The consultants assigned by HUD have been meeting 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.

The consultants reviewed two documents drafted by Brian; an internal checklist of standards for the HMIS@NCCEH implementation to meet to begin the process and an external checklist for interested CoCs to review introductory information about the HMIS@NCCEH implementation.

Nicole Purdy, Andrea, and Brian will be meeting to design a process for interested CoCs, drawing from these documents and the assistance of the HUD TA consultants. The intention is to bring a full process to evaluate interested CoCs to the HMIS@NCCEH Advisory Board for its approval. This will likely be brought forward at the July 2022 HMIS@NCCEH Advisory Board meeting

**Executive Committee Representative for Statewide Data:** Andrea led a discussion about obtaining an Advisory Board representative for a working group on gathering statewide data. Andrea met with representatives from NC HMIS in January to discuss working together to get statewide data. A workgroup has been formed, and the next phase includes gauging support from CoCs within NC HMIS and examining what the goals of statewide data are. Andrea asked for a volunteer to represent the HMIS@NCCEH Advisory Board. Rachel agreed to serve as the HMIS@NCCEH Advisory Board representative for the workgroup.

**Advisory Board Membership Update:** Hanaleah will be leaving her employment with the City of Durham, and this will be her last meeting. Durham is in the process of finding a new CoC representative for the HMIS@NCCEH Advisory Board, but in the interim Lloyd may be the only representative.

**Advisory Board Agenda for July 25, 2022, meeting:** Brian outlined the following agenda items for the upcoming Advisory Board meeting:

1. Welcome
2. Minutes
3. HMIS@NCCEH updates
4. HMIS Operating Policies and Procedures
5. CoC Addition Procedures and Process
6. CODI & Other Research Project Updates
7. Advisory Board Member Check-In

There being no other business, the meeting adjourned at 1:53 PM.

Respectfully submitted,

Lloyd Schmeidler, Secretary with staff support from Adriana Diaz