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

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

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

Minutes: Brian presented the minutes of the June 27, 2022, HMIS@NCCEH Advisory Board Executive Committee meeting. Ashley moved for their approval, and Rachel seconded the motion. The minutes were approved unanimously.

2021-2022 Financial Statements Review: The group acknowledged Matt's departure from NCCEH and congratulated him on his upcoming move. The NCCEH Finance and Operations Project Assistant, YaKisha Cole, and Executive Director, Ryan Fehrman, will be taking over Matt's responsibilities until a new Finance and Operations Director is hired. Interviews are projected to begin in the next few weeks.

Matt reviewed the YTD financials for the 2021- 2022 contract year (July 1, 2021-June 30, 2022). Looking at the report for the 2021-22 FY, the HMIS@NCCEH budget reached 90 percent of the total budgeted amount for the fiscal year. The personnel costs came in at 75 percent of the total budgeted amount. Matt noted that this was reasonable given the number of people employed by the HMIS@NCCEH Data Center and that two new Data Center employees have begun working at NCCEH. For facility expenses, the final cost was slightly over-budget due to NCCEH moving offices but is in overall good shape as the cost of rent has decreased following NCCEH's move.

Brian asked about the legal and professional fees expenses because it seemed low due to a CODI-related expense. Matt answered that he billed that to an HMIS@NCCEH RFA grant as it is expiring soon.

Lloyd asked how much of the facility costs are related to the HMIS Data Center staff. Matt answered that it is roughly 30 percent of the facility. The staff utilize the office at least two days a week for a rough estimate of 40 percent of their time.

Looking at cost sharing between the three CoCs, both Durham and Orange's fee awards came in slightly underneath the projected expenses. Andrea noted that in thinking about next year's budget, it would be good to consider formulas to accurately estimate each CoC's need. The group agreed.

With no other questions from the group, Matt left the meeting at 1:24 pm.

HMIS@NCCEH Updates: The Data Center Project Specialist position has been filled by Dashia Shanks, who is coming to NCCEH with an information systems background. Dashia began on August 18 and has been training. The Data Center is officially fully staffed.

The Data Center received the Master Consortium Agreement that establishes the rules and protocols for the CODI project. NCCEH's lawyer will review the agreement. It is projected that initial data will be pulled in summer 2023.

Andrea recommended having the Data Center have a security assessment done to best align

with the security protocols and best practices within the updated policies and procedures. The Data Center reached out to a company in Durham that works with nonprofits to have a professional assessment on the security and privacy of the Data Center completed and see how closely the policies align with HIPAA. The assessment should be scheduled for late September or October depending on availability.

The annual privacy and security HMIS@NCCEH training begins in September for HMIS users to complete the training. Communications to remind users to complete the training will go out this week. Reporting season begins in September to submit the LSA and SPMs.

Policies and Procedures Review: Ashley, Kat, and Rachel will review the draft policies and procedures and make any suggested edits or comments by September 12. A drafted policies and procedures document will be sent to the entire Advisory Board after Ashley, Kat, and Rachel submit their feedback.

Andrea noted that HUD clarified earlier this year that criminal background checks are not required for System Admins, so the Data Center recommends removing that requirement from the policies and procedures

Assigning a CoC representative to the HMIS@NCCEH Configuration Subcommittee: The Advisory Board Executive Committee needs to designate a CoC representative for the HMIS@NCCEH HMIS Configuration Subcommittee. Brian volunteered and was unanimously appointed by the Executive Committee.

CoC Data Assessment Tool: HUD has released a tool for CoC Leads to assess how they use and analyze data. Andrea noted that this seems useful to collaborate on as an Advisory Board. Andrea asked if CoCs had reviewed this tool. None of the CoCs have worked with the tool, but the group agreed to discuss the tool as a group. This will be further discussed in the October HMIS@NCCEH Advisory Board Executive Committee meeting.

Advisory Board Agenda for September 26, 2022, meeting: Lloyd 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 Review and Approval
5. CODI Secure File Protocol Approval
6. Advisory Board Goals Updates

As Lloyd and Rachel will be out of the office during the next full Advisory Board meeting, Secretary Brian Alexander will serve as Chair at the September 26 HMIS@NCCEH Advisory Board meeting.

The meeting adjourned at 1:57 PM.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Adriana Diaz