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

Also Present: Yakisha Cole (NCCEH Finance and Operations Assistant), Adriana Diaz (NCCEH Project Assistant), Ryan Fehrman (NCCEH Executive Director), Jenny Simmons (NCCEH Project Specialist)

Lloyd called the virtual meeting to order.

Minutes: Brian presented the minutes of the August 29, 2022, HMIS@NCCEH Advisory Board Executive Committee meeting. Rachel moved for their approval, and Brian seconded the motion. The minutes were approved unanimously.

2022-2023 Financial Statements Review: Ryan introduced Yakisha Cole, the NCCEH Finance and Operations Project Assistant. With Matt's departure, Ryan has asked for outside assistance from an external bookkeeper to assist with closing out August financials. Yakisha is working with the external bookkeeper and Andrea Carey to deliver a financial report by November 18th.

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

Membership Update: Jenny Simmons began working at NCCEH as a NC Balance of State CoC (NC BoS CoC) Project Specialist in September and was formerly a grants manager at Homeward Bound. Jenny will be replacing Ashley VonHatten as one of the NC BoS CoC representatives on the HMIS@NCCEH Advisory Board after approval at the next CoC Governance Board meeting.

HMIS@NCCEH Updates: Andrea Carey provided the following updates on the HMIS@NCCEH Data Center:

- October 31 is the last day for HMIS users to complete the annual privacy training. Any user who has not completed the training by October 31 will have to retake the entire HMIS@NCCEH training. All HMIS users who have not yet completed the training have been notified.
    - 82% of users completed training on time.
- The Data Center is beginning its end of fiscal year data clean up period for FY2022.
    - The team has set up a two-pronged approached
        - Phase 1: agencies will run their own reports and submit them to the Data Center; this is to encourage agency ownership.
            - 35% of projects have submitted client reports so far.
        - Phase 2: The Data Center will review system-wide errors, give agencies a chance to make corrections.
    - The timeline to complete this work is by Thanksgiving, November 24.

Andrea noted that the Data Center is keeping in mind that one of their team members, Nicole Purdy, is expected to go on parental leave around February for 3 months. The team is working

to adjust roles in expectation of Nicole's absence. The group expressed congratulations for Nicole.

The Data Center is working to procure a security assessment to ensure it is up to the best practices regarding security. Andrea hopes to secure an initial meeting with the security consultant as soon as possible. The consultant is expected to give the Data Center professional recommendations on security practices and policies and a benchmark of how the Data Center aligns with HIPAA. Although the HMIS implementation does not need to be HIPAA compliant, Andrea explained that it is the common language that is used in the field, especially with healthcare-related entities.

Andrea notified the group that while she was in Seattle for the National Human Services Data Consortium (NHSDC) conference, her work laptop was stolen. She does not have any client-identifying information stored in her laptop and it is password protected, and NCCEH is looking into potentially filing a cyber-security claim.

Andrea also noted that at the NHSDC conference, and following HUD's governance review, a session was held to provide action items for HMIS@NCCEH such as reviewing contracts to make sure its sufficient for an HMIS Lead Agency and a CoC-Lead Agency.

Andrea circled back on the proposed draft of the HMIS@NCCEH Policies & Procedures. Brian will send both the edited and clean copy to Lloyd to send to the full Advisory Board for a vote to approve via email.

Advisory Board Agenda for November 28, 2022, meeting: Lloyd outlined the following agenda items for the upcoming Advisory Board meeting:
1. Welcome

2. Minutes

3. HMIS@NCCEH updates

4. Lundquist Research Project overview

5. CODI presentation

6. Mortality Linkage Research Project overview

7. Advisory Board Goals updates

Lloyd asked Andrea to expand on the research project agenda items. Andrea explained the two projects that the HMIS Advisory Board will hear about: Mike Fliss' results on the mortality linkage research project and the Lundquist research project. Lundquist's research examines diabetic retinopathy treatment for people experiencing homelessness. Given that there were additional questions and some confusion on the research from the group, Andrea followed up with Lundquist and will provide a more in-depth overview of the project at the next Advisory Board meeting. The Advisory Board will then consider approval of HMIS@NCCEH participating in the Lundquist research project.

Brian noted that a presentation and vote to approve a Master Consortium Agreement will eventually need to be taken by the HMIS Advisory Board on the CODI project, but the agreement will not be complete by the November 28th meeting. Brian suggested giving a thorough overview of the Master Consortium Agreement at the next meeting and possibly doing an electronic vote to approve the agreement. The CODI project hopes to have approval from all Data Owners by the end of the calendar year.

Lloyd asked for an update on follow-up with CoCs interested in joining the HMIS@NCCEH implementation. Brian answered that the conversation with one interested CoC has not happened yet, and they decided to talk after the grant competition season has ended. Brian will update the Executive Committee once that conversation happens.

Brian and Lloyd noted there will be new member announcements at the next Advisory Board meeting, for Jenny Simmons, Ashley VonHatten's replacement for the NC BoS CoC, and Colin Davis, Hanaleah Hoberman's replacement for the Durham CoC.

As Lloyd will be out of the office during the next full Advisory Board meeting, Vice Chair Rachel Waltz will serve as Chair at the November 28th HMIS@NCCEH Advisory Board meeting.

Brian moved to adjourn the meeting, and Rachel seconded the motion. The group unanimously approved, and the meeting was adjourned at 1:52 PM.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Adriana Diaz