

**HMIS@NCCEH Advisory Board
Executive Committee Meeting Minutes
February 27, 2023**

Members Present: Lloyd Schmeidler (Chair), Rachel Waltz (Vice-Chair), Brian Alexander (Secretary), Andrea Carey, Jenny Simmons, Colin Davis

Kat Weis joined at 1:45 P.M.

Also Present: YaKisha Cole (Interim NCCEH Finance and Operations Director), Adriana Diaz (NCCEH Project Assistant), Ryan Fehrman (NCCEH Executive Director)

Lloyd called the virtual meeting to order at 1:04 P.M.

Meeting attendees provided introductions of themselves.

Minutes: Brian presented the minutes of the January 9, 2023, HMIS@NCCEH Advisory Board Executive Committee meeting. Brian moved for their approval, and Rachel seconded the motion. The minutes were approved unanimously.

2022-2023 Financial Statements Review: YaKisha Cole presented the HMIS@NCCEH financial report, showing the budget vs. actuals report for July 1, 2022, to November 30, 2022.

- Three columns were added to the financial report spreadsheet for annual budget expenses, annual over/under budget, and percent of annual budget.
- Corrections were made to the financial report:
 - Project expenses total fixed to equal \$71,790,50 (previously addition did not include professional development and travel).

Brian asked how often HMIS@NCCEH pays its vendor WellSky, noting that those expenses were at 128% of the budget. There is one annual and one quarterly invoice paid to WellSky, for October 2022 to December 2022 and July 2022 to July 2023.

Kisha reviewed the column headings in the financial report spreadsheet:

- Actual Expenses: YTD
- Budgeted Expenses: YTD
- Over/(Under) Budget: July 1- June 30
- % of Budget: where budget is at relative to 100% for YTD
- Annual Budgeted Expenses
- Annual Over/(Under) Budget
- % of Annual Budget

Andrea asked when Executive Committee members propose a new budget for HMIS@NCCEH at their CoCs, and when do their city/county partners need notification.

Colin answered that the sooner the proposal is given the better, ideally by early April. He noted if there was a way to generate a 2-year projection in the budget that would be helpful. He suggested one contract that includes a “not to exceed amount,” which gives more planning time and is less work in the future.

Rachel answered that she started the budgeting process in January, so as soon as possible.

Data Center Updates

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

- Currently finalizing System Performance Measures (SPMs)
- 2023 PIT/HIC Count
 - Far ahead of where HMIS@NCCEH was at this point last year
 - 60% of reports have been finalized across all three CoCs
- HMIS@NCCEH has executed its contract with CODI
 - Ready to start testing linkage process
 - Andrea and Tim Bender are working on testing privacy protected linkage
 - In-person meeting with CODI folks will be held in 2 weeks
- Projecting to post two new HMIS@NCCEH Helpdesk positions in March
 - June 1 start date

Data cost sharing proposal

- Andrea noted that right now cost sharing between the three CoCs is based on the Housing Inventory Count and shared potential alternatives that has more inclusive data

Data From CoC APR	% of Beds, per FY22 HIC	[CY APR Budget]	[Jul21-Jun22 APR Budget]	[Jul22-Dec22 APR Budget]
NC-502 Durham	12.4%	18%	19%	18%
NC-503 NC BoS	83.9%	76%	77%	76%
NC-513 Orange	3.7%	5%	5%	6%

- Another future tool could be Zendesk tickets
- Brian suggested using the total number of projects in HMIS
- Rachel expressed concern for paying considering the Orange CoC uses local funds to pay for HMIS
- Next steps:
 - Andrea will generate 2-3 scenarios with cost implications and draw up how Data Center staff time is split between the 3 CoCs.
 - Cost sharing will not be changed for this year's budget
 - Maybe FY2024-2025
 - The Executive Committee will have further discussion at its next meeting

2023 Data Quality Plan

- The NC Balance of State CoC regions are currently reviewing the proposed Data Quality Plan for comments and questions. The Steering Committee will consider the Data Quality Plan for approval at its March meeting.
- In Durham the Data Quality was presented to the Performance Management Subcommittee, passed to Policy and Planning subcommittee, approved.
- In Orange the Data and Grants Workgroup reviewed the Data Quality Plan and is looking to finish its discussion next week at its Data and Grants meeting before going to leadership

Andrea suggested that CoC leadership staff can emphasize changes will be gradual:

- Will do a beta test for new submission process outlined in Data Quality Plan; that will not launch until at least May

Rachel asked if the Data Quality Plan impacted CoC competition scorecards.

Brian answered that, "We aren't considering this in our FY23 CoC scorecards and would move forward with the traditional ways we judge this. Any implications would likely not go into effect until FY24."

HMIS@NCCEH Evaluation Subcommittee Update: Colin provided an update on the Evaluation Subcommittee. Colin and Adriana are working to get a meeting scheduled to finalize the HUD HMIS Lead Monitoring Tool and make recommendations to the HMIS@NCCEH Advisory Board.

Advisory Board Agenda for March 27, 2023, meeting: The Executive Committee decided on the following agenda items for the upcoming HMIS Advisory Board meeting:

1. Welcome
2. Minutes
3. New member introduction
4. HMIS@NCCEH updates
5. HMIS@NCCEH goals updates
6. 2023-2024 Advisory Board CoC membership
7. May meeting update

The meeting was adjourned at 2:07 PM.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Adriana Diaz