HMIS@NCCEH Advisory Board
Executive Committee Meeting Minutes
April 24, 2023

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

Also Present: YaKisha Cole (Interim NCCEH Finance and Operations Director), Adriana Diaz (NCCEH Project Assistant), Dr. Latonya Agard (NCCEH Interim Executive Director)

Lloyd called the virtual meeting to order at 1:05 P.M.

Minutes: Brian presented the minutes of the February 27, 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: Andrea Carey presented the HMIS@NCCEH financial report, showing the budget vs. actuals report for July 1, 2022 to December 31, 2022.

- HMIS@NCCEH is at 97% of operational expenses and 80% of project expenses

    o Travel actuals are lower than anticipated at 24%.

- HMIS@NCCEH's organizational expenses are almost at capacity for its budgeted legal & professional fees. Andrea explained that this was to be expected given the legal guidance used for the agreement process with the CODI project.

- HMIS@NCCEH is on track with ServicePoint expenses.

Brian noted that for staff benefits under the personnel expense's column, the amount is $8,186 less than the previous year and seems lower than where it should be. Andrea responded that part of the staff benefits are health and life insurance and contributions to SEP IRA accounts; there was a one-time expense in the second half of the fiscal year that accrued in March and is not included in this July - December time period.

Brian asked if expenses for HMIS Independent Contractors/Consulting are on track. Andrea responded that they are up-to-date at least up to March and will double check.

Lloyd expressed concern about how up-to-date HMIS@NCCEH is on its financial statements and asked if there have been challenges. Andrea responded that there was trouble getting all the necessary knowledge from NCCEH's previous Finance & Operations Director, and without a standardized process upon his departure, it has been a challenge.

Andrea introduced Dr. Agard, NCCEH's interim Executive Director. Members provided introductions of themselves.

2023-2024 Financial Statements Review: Andrea shared an estimated draft budget proposal for FY 2023-2024. The document shared included the original July 2022 to June 2023 budget and the revised July 2022 to June 2023 budget.

Andrea highlighted the changes made:

- Revised to reflect the dissolution of the ICA contract, which adjusted the contractor line item and the addition of two new Data Center positions in the Personnel line item

    ▪ The contractor line item includes line items for SimTech and LMS.

Brian asked if it includes consulting/support from ICA or others. Andrea answered no because it is hard to predict when that is needed, and there are other avenues for engaging system admins

so it didn't seem like there was a concrete way to estimate contracts.

Lloyd asked why there was a decrease in staff benefits under personnel expenses. Andrea will double check and get an answer back to members.

Lloyd reminded the Executive Committee that the full HMIS@NCCEH Advisory Board has to approve the budget; the Executive Committee recommends it to the full board.

Colin noted that he needs the cost sharing budget as soon as possible to present to the Durham City Council for approval.

Given the time, the HMIS@NCCEH Advisory Board Executive Committee decided to meet again to finish the meeting agenda. The Executive Committee will reconvene on Monday, May 8 from 1 to 2 PM. Lloyd requested that members review the HMIS@NCCEH Advisory Board Governance Charter ahead of the meeting.

May 8, 2023

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

Also Present: Adriana Diaz (NCCEH Project Assistant)

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

- **2023-2024 Financial Statements Review (cont.):** Colin noted that the numbers don't match between the two different documents shared to members, the Budget vs. Actuals and Budget & Narrative. Andrea worked to correct the incorrect figures and sent the corrected figures to members via email and reviewed them via screen share.

    o   Total cost sharing:

HMIS@NCCEH

Durham, NC Balance of State, and Orange Continuums of Care
COST SHARING, ACTUALS: July 1, 2023 - June 30, 2024

Costs for HMIS at NCCEH have been placed in two categories: 1) NCCEH Data Center and 2) WellSky.
1) The NCCEH Data Center costs are shared with participating Continuums of Core (CoCs) based on total beds in the CoC's Housing Inventory Count (
2) WellSky ServicePoint Software costs are allocated based on the CoC's number of licenses.
This is consistent with how CoCs agreed for NCCEH, MCAH, and WellSky costs to be shared for NC HMIS.

| CoC | July 1, 2023 - June 30, 2024 [Budget] | | | | Cost Allocation Bases | |
	Share of NCCEH Data Center Costs*	Share of WellSky Costs	Share of Opt-in expenses	Totals	% of Beds, per FY22 HIC	% of Licenses
NC-502 Durham	$ 81,312	$ 34,821	$ 3,623	$ 119,755	12.4%	24.4%
NC-503 NC BoS	$ 550,165	$ 97,042	$ 20,988	$ 668,195	83.9%	68.0%
NC-513 Orange	$ 24,262	$ 10,846	$ -	$ 35,108	3.7%	7.6%
TOTAL	$ 655,738	$ 142,708	$ 24,611	$ 823,058		

Lloyd asked if there is confirmation that the research fees are accurate ($5,000). Andrea confirmed the amount was accurate and given by the Lundquist Institute.

Lloyd made a motion to approve HMIS@NCCEH FY2023-2024 budget. The motion was seconded by Brian. The HMIS@NCCEH FY2023-2024 budget was unanimously approved to recommend to the full HMIS@NCCEH Advisory Board.

Data Center Updates: Andrea shared the following updates concerning the HMIS@NCCEH Data Center:

- HMIS Staffing Updates
    - o NCCEH has signed a transition contract with ICA for System Administration and Helpdesk services. The Data Center has services contracted through ICA for System Admin and Helpdesk support through June 30, 2023. Dashia Shanks (Project Specialist) and Lola Johnson (UMD Agency Admin) will join Andrea on the hiring panel. They are conducting their first round of interviews this week.
    - o Andrea noted that Nicole Purdy is wrapping up her time at NCCEH and her last day is May 5. The Data Center may strategize to fill her position from the Data Center Project Assistant interviews.
- HMIS Implementation Updates
    - o The Configuration Subcommittee was on hiatus during February and March while Nicole Purdy was on parental leave. Andrea's recommendation is that it remain so until additional configuration decision points appear. It will likely revolve around HUD Data Standards changes in the future.
    - o Configuration Updates:
        - ▪ Data Standard updates for FY2024 have been announced more thoroughly. Highlights:
            - Race and Ethnicity being combined into a single data element.
            - SSN question will only require the last four digits for ESG and CoC funded projects (VA and SAMHSA will continue requiring full 9).
            - CE data elements for Assessment and Events are being reimagined as a single data element.
            - Exit Destination will have follow-up questions (*"If rental by client, then what if any subsidy source?"*).
            - On the back end, there will now be a place to record HMIS participation status instead of forcing an entirely new project to be built.
    - o Data Quality Plan:
        - ▪ Report revisions for adequate summary tabs are underway by ICA staff Zach Ehmann, as part of the HMIS@NCCEH's existing contracts at no extra cost.
        - ▪ The full mechanics/logistics of the DQ Plan report submission will be presented at the May 9th System Updates meeting. Further support will be offered at the May 19th monthly training opportunity.
    - o Point-In-Time and Housing Inventory Counts:
        - ▪ HDX has either been completely updated or is in the process of being updated now. CoC Leads are encouraged to make a thorough review of the PIT and HIC sections before submitting. Check HMIS participating status, utilization, and having the right explanations/notes in particular.
        - ▪ There are 340 NC BoS CoC projects (134 HMIS, 206 non-HMIS), 46 Durham CoC projects, and 21 Orange CoC projects being tracked by the

Data Center for the 2023 PIT/HIC.

Advisory Board Agenda for May 22, 2023, meeting: The Executive Committee set the following agenda items for the upcoming HMIS Advisory Board meeting:

1. Welcome
2. Minutes
3. Data Center updates
4. FY2023-2024 budget review & approval
5. HMIS@NCCEH goals updates and discussion
6. 2023-2024 Advisory Board membership review and discussion

- **2023-2024 Advisory Board Membership:** Members discussed the HMIS@NCCEH Advisory Board membership for the FY2023-2024 contract year. Lloyd announced his planned retirement for May 2024. He offered to continue serving as Advisory Board Chair until his retirement. Brian and Rachel will continue in their positions, with Brian as secretary and Rachel as Vice Chair.
- Lloyd reached out to other members to inquire about their continuing membership. Donna Biederman recommended that Heather Mountz, her colleague and program coordinator at the Duke University School of Nursing, replace her seat.
- Lola Johnson and Dr. Mike Fliss will both continue to serve on the board. Lloyd reached out to United Way to let them know a member from that organization is no longer needed.
- Andrea is reaching out to Hayley Young, NC DHHS Data Office Director, to inquire about a possible membership.
- Rachel Waltz recommended Angela Clapp (Orange County Housing Dept - CE Specialist (full-time) and IFC Community House (part-time) as a member.
- NCORR has put forward Data Specialist David Beveridge as a nominee for the Advisory Board.
- Lloyd will reach out to Bettie Teasley to see if she is interested in continuing her membership. Nicole Wilson is still on parental leave.
- Brian and Andrea will do outreach to identify a new NC BoS CoC end user representative as Kristen McAlhaney will no longer be serving on the Advisory Board.

The HMIS@NCCEH Advisory Board agreed to nominate Dr. Mike Fliss, Lola Johnson, Heather Mountz, and David Beveridge to 2-year terms on the HMIS@NCCEH Advisory Board.

The meeting was adjourned at 1:35 PM.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Adriana Diaz