

**HMIS@NCCEH Advisory Board
Executive Committee Meeting Minutes
June 26, 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), Melissa Hernandez (City of Durham)

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

Minutes: Brian presented the minutes of the April 24, 2023, HMIS@NCCEH Advisory Board Executive Committee meeting. Rachel moved for their approval, and Colin seconded the motion. The minutes were approved unanimously.

Annual HMIS@NCCEH documents review: Andrea requested feedback from the Executive Committee on HMIS@NCCEH documents including its Operating Policies & Procedures, Governance Charter, Release of Information (ROI) and Privacy Notice.

- Andrea shared the newly developed Consent to Share form for past service history.
 - Developed in response to statewide conversations.
 - NC HMIS requires that clients provide written consent before reporting on homelessness history.
 - HMIS@NCCEH developed the form to better connect NC HMIS and HMIS@NCCEH; only needed when working with clients from the NC HMIS system.
 - Rachel asked if this document is something a PSH provider would use. Andrea responded they would.
 - Lloyd asked if the form is only required for CoCs in NC HMIS implementation. Andrea confirmed it is. The form is well within the definition of data use under coordination of services.
 - Jenny noted the missing signature line and asked if wording “sharing data with case manager” could be changed; suggested “share data with staff determining program eligibility.”
- HMIS Client Release information:
 - Formatting and wording changes highlighted; Andrea emphasized the work to simplify language as it is a front-facing document.
 - The biggest change is that instead of three sections (standard info used in de-duplication, one for HMIS coordination within the database, coordinating outside of HMIS), section 3 was removed to focus more on the first two sections.
 - Section 1 – HMIS@NCCEH Standard Information
 - Section 2 - Local Data Sharing
 - Added clarifying language explaining that refusing to share information shouldn't block you from services but may delay referrals.

- HMIS Operating Policies & Procedures

- Removed redundant information
- Noted suggestion from ICA about including language for users who may have participated in programs - focus on HMIS users who have been in HMIS as a previous client.
 - Currently a 6-month waiting period for anyone in the system as a client to become a user. Andrea expressed discomfort with this rule.
- Changes to gender neutral language (“she/he” to “theirs”)
- Includes more procedural information on how to protect client privacy
- Noted Data Quality Plan
 - Andrea suggested that this language stay because it’s fundamental but that it’s “not limited to” the following portions.

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

- Salary expenses are up - includes retirement previously left out of calculations
- Facility costs - rent increased about 3-4%
- ESG award at 133% because it is over the course of 3 years and takes a while to spend
- Cost sharing between CoCs breakdown:

HUD Enterprise

COST SHARING, ACTUALS: July 1, 2022 - March 30, 2023

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 Care (CoCs) based on total beds in the CoC's Housing Inventory Count (HIC).
 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	Cost Allocation Bases				Funding Source(s)				Fee Agreement		
	Share of NCCEH		Totals	% of Beds, per FY22 HIC	% of Licenses	Research Fees	ESG Award for HMIS@NCCEH	HUD Grant	Fee/ ESG Award for CoC	Under Contract	Paid
	Data Center Costs*	Share of WellSky Costs									
NC-502 Durham	\$ 82,663.61	\$ 31,128.30	\$ 113,791.91	12.4%	24.4%	-	-	\$ 55,752.00	\$ 61,489.91	Y	N
NC-503 NC BoS	\$ 559,312.64	\$ 86,751.00	\$ 646,063.64	83.9%	68.0%	-	-	\$ 519,299.00	\$ 146,753.64	N	N
NC-513 Orange	\$ 24,665.75	\$ 9,695.70	\$ 34,361.45	3.7%	7.6%	-	-	N/A	\$ 34,361.45	Y	N
TOTAL	\$ 666,642.00	\$ 127,575.00	\$ 794,217.00								

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	Share of NCCEH		Totals	% of Beds, per FY22 HIC	% of Licenses	Research Fees	ESG Award for HMIS@NCCEH	HUD Grant	Fee/ ESG Award for CoC	Under Contract	Paid
	Data Center Costs	Share of WellSky Costs									
NC-502 Durham	\$ 57,926.18	\$ 22,866.95	\$ 80,793.13	12.4%	24.4%	\$ 609.60	\$ 6,344.00	\$ 55,752.00	\$ 21,477.53	Y	N
NC-503 NC BoS	\$ 391,936.01	\$ 63,727.56	\$ 455,663.57	83.9%	68.0%	\$ 4,530.60	\$ 17,680.00	\$ 519,299.00	\$ (65,857.03)	N	N
NC-513 Orange	\$ 17,284.42	\$ 7,122.49	\$ 24,406.92	3.7%	7.6%	\$ 199.80	\$ 1,976.00	N/A	\$ 22,231.12	Y	N
TOTAL	\$ 467,146.61	\$ 93,717.00	\$ 560,863.61			\$ 5,400.00	\$ 26,000.00	\$ 575,051.00	\$ (22,148.39)		

*NC BoS CoC pays for a portion of the Independent Contractor budget alone to account for Point in Time App services.

Lloyd asked if with personnel costs going up, would NCCEH anticipate actuals exceeding the budget?

- Andrea responded while personnel costs went up, the HMIS@NCCEH implementation is actually on track for this point of the fiscal year and will be coming in under the Personnel budgeted amount for this quarter.
- Lloyd asked to confirm that HMIS@NCCEH will be coming right at the budget line. YaKisha confirmed yes.

Data Center Updates: The ICA System Admin and Helpdesk contract ends this Friday, June 30. The ICA Learning Management System contract ends July 31. The NCCEH Board is preparing for an Executive Director search but there are no updates currently.

Elliot Rhodes and Teresa Robinson have joined the team as co-leads of Helpdesk. Nicole Purdy's Project Specialist position currently remains vacant with the intent to hire in the next few weeks.

The Data Quality Plan's monitoring and reporting section will be required per project in future submissions.

Data Standard Updates are coming October 1. The details have been released and the Data Center expects to present changes to forms in August and provide training in September.

2023-2024 Advisory Board Membership: Members discussed HMIS@NCCEH Advisory Board membership for the 2023-24 fiscal year. Lloyd confirmed that Bettie Teasley will continue in her membership. Brian announced the passing of David Beveridge, who had been nominated as a new member for the HMIS@NCCEH Advisory Board. The North Carolina Office of Recovery and Resiliency (NCORR), Mr. Beveridge's place of employment, will identify a new staff member to join the HMIS@NCCEH Advisory Board.

Kielana Ham of The REACH Center was invited to join the HMIS@NCCEH Advisory Board as an end-user representative for the NC BoS CoC. Brian motioned to approve Kielana Ham as the end-user representative for the NC BoS CoC on the HMIS@NCCEH Advisory Board. Rachel seconded the motion. The motion was unanimously approved. Brian will provide an orientation to Kielana before the next full HMIS@NCCEH Advisory Board meeting.

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
 - a. March and May 2023 minutes
3. Approval of annual document review
4. Approval of FY2023-2024 budget
5. Membership review
6. Goals updates and annual goal setting
7. How to integrate lived expertise and client-centered approaches to data collection

With no other business to discuss, Kat motioned to adjourn the meeting. Andrea seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 1:59 PM.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Adriana Diaz