HMIS@NCCEH Advisory Board
Executive Committee Meeting Minutes
August 28, 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 (NCCEH Interim Finance and Operations Director), Dr. Latonya Agard (NCCEH Interim Executive Director)

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

Minutes: Brian presented the minutes of the June 26, 2023 HMIS@NCCEH Advisory Board Executive Committee meeting. Kat 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 May 31, 2023.

- Reviewed the estimate for final budget costs and estimated Durham and HMIS invoice for fees to be sent this week.

2023-2024 Strategic Goals and Action Steps for Advisory Board:

Executive Committee leadership developed draft goals based on the last full Advisory Board meeting discussion. Lloyd presented these initial draft goals for revision and approval.

1. Strategic Planning on Finances
2. HMIS Implementation Evaluation and Improvement
3. End-user and Community Improvements

   Discussion for more detailed outcomes for the third goal. Sub-steps were added to improving Helpdesk support.
      i. Establish a goal for timely HMIS Helpdesk responses
      ii. Establish a goal for timely project configuration

   Clarification for the goal of Statewide PIT totals in the context of engagement with other NC HMIS Implementation.

Lloyd asks if members are ready to present this draft to the full Advisory Board at the September meeting. Unanimous agreement.

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. July 2023 minutes
3. Discussion and Approval of Annual Strategic Goals
4. Data Center Updates
5. Meet in Person as Full Advisory Board

Data Center Updates:

The Data Center celebrated that all three CoCs received word from HUD that all parts of the Longitudinal System Analysis were usable for the Annual Homeless Assessment Report.

Data Standard Updates are coming October 1. The Data Center is preparing Annual Privacy Training and Data Standards Updates training from September 1-30th.

For the Good of the Order:
Lloyd to follow-up with Donna Biederman to clarify that Heather Mountz is the voting member for the Duke School of Nursing representation.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Andrea Carey