

# HMIS@NCCEH Advisory Board Meeting Minutes

Monday, September 25, 2023, 1 PM – 3 PM

HMIS@NCCEH Advisory Board Meeting

<https://meet.google.com/gaz-bmus-eea>

Or dial: (US) +1 218-382-7174 PIN: 583 198 445#

## WELCOME

<b>ONE</b>	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 5 min
	<b>Lloyd</b> called the meeting to order at 1:05 pm and welcomed everyone to the virtual meeting.	
	<p><b>Members Present:</b> Lloyd Schmeidler (Chair, Durham, City of Durham CDD), Mike Fliss (At large, UNC-Chapel Hill), Nicole Wilson (at large, VAMC) Rachel Waltz (Vice-Chair, Orange, Orange County Hsg Dept.), Andrea Carey (Data Center), , Shanise “Kielana” Ham (NC BoS NC, Ripple Effects), Bettie Teasley (NCHFA), Colin Davis (Durham, City of Durham CDD), Brian Alexander (NC BoS, NCCEH) Heather Mountz (At large, Duke U School of Nursing), Jenny Simmons (NC BoS, NCCEH), Kat Wies (Orange, Orange County Hsg Dept.), ,</p> <p><b>Others present:</b> Dashia Shanks (NCCEH Project Specialist), Elliot Rhodes (NCCEH Project Specialist), Jaysia Noels (CASA Durham)</p>	

## APPROVAL OF MINUTES

<b>TWO</b>	<b>Presenter:</b> Brian Alexander	<b>Estimated Time:</b> 5 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Brian</b> presented the minutes for July 2023. Lloyd suggested a correction to the document header to accurately reflect “Minutes” instead of “Agenda”. Rachel made the motion to approve, with the suggested revision. Mike seconded. The motion passed unanimously.	
	<p><b>Supporting Materials:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">July 2023 Minutes</a></li> </ul>	

## REVIEW AND APPROVAL OF ANNUAL STRATEGIC GOALS

<b>THREE</b>	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 30 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Lloyd</b> presented the 2023-2024 HMIS@NCCEH Advisory Board Strategic Goals as developed by the Executive Committee. Discussion of the owners of each goal and additional context and history to the previous practices for finances occurred. Brian made the motion to approve. Rachel seconded. The motion passed unanimously.	
	<p><b>Supporting Materials:</b></p>	

	<ul style="list-style-type: none"> <li>• <u>Draft of 2023-2024 Strategic Goals &amp; Proposed Strategies</u></li> </ul>
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**DISCUSSION OF IMPLEMENTATION OF ANNUAL STRATEGIC GOALS**

<b>FOUR</b>	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 30 minutes	
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	<p><b>Lloyd</b> led a discussion with Advisory Board members on how to achieve the action steps.</p> <p>For strategic goal #1, the group acknowledged that local communities have different budget timelines that need to be taken in to consideration. The Advisory Board should work off the earliest deadline. HUD TA is currently working across NC to support a data warehousing project over the next 15-18 months. Finances will also need to be addressed for HMIS@NCCEH’s contribution to that initiative.</p> <p>For strategic goal #2 on evaluation, a full report is estimated for the January or March 2024 Advisory Board meeting from the first HMIS Lead Evaluation. New members representing the CoCs are needed to support ongoing evaluation efforts of the HMIS Lead.</p> <p>For strategic goal #3, the group discussed how to increase the direct impact of people with lived expertise on HMIS. Focus groups, 1:1 coaching support for participants in committees, equipment needs and stipends were identified as important aspects. Each CoC also has existing advisory groups that could give annual feedback on HMIS specifically, especially on how to improve the data collection experience for people experiencing homelessness. A future amendment to the Advisory Board Charter should include a goal to include people with lived expertise as members of the Advisory Board. Discussion also identified ways to increase engagement of HMIS users including: breaking out piecemeal accomplishment points for new user training and incorporating small wins and celebrations for both new users and during HMIS reporting season. Additionally, the monthly System Updates meeting needs to change the time/date to be more accessible. Attendance for Agency Administrators should be reported regularly to CoC Leads. A more explicit feedback loop for the System Updates meeting is needed for users.</p>		

**DATA CENTER UPDATES**

<b>FIVE</b>	<b>Presenter:</b> Andrea Carey	<b>Estimated Time:</b> 15 minutes	
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<p><b>Andrea</b> presented Data Center Updates.</p>		
	<p><b>Supporting Material:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Full Data Center Updates</a></li> <li>• <a href="#">FY 2024 HMIS Data Standards Manual</a></li> <li>• <a href="#">Data Collection Requirements for Transition to FY24 Data Standards</a></li> <li>• <a href="#">FY 2024 HMIS Mapping Instructions</a></li> </ul>		

## ADVISORY BOARD IN-PERSON MEETINGS

<b>SIX</b>	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 15 minutes
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Lloyd</b> introduced the idea of in-person meetings. Discussion revealed particular organizational barriers. The membership determined that the Advisory Board should continue to meet virtually for the rest of the contract year.	

**Next HMIS Advisory Board Meeting:** November 27, 2023 from 1-3 PM.

The meeting was adjourned at 2:54 PM.