

HMIS@NCCEH Advisory Board Meeting Minutes

Monday, January 27, 2025, 1 PM – 3 PM
HMIS@NCCEH Advisory Board Meeting

WELCOME

ONE	Presenter: Colin Davis	Estimated Time: 5 min
	Colin Davis called the meeting to order at 1:05 pm.	
	Members Present: Colin Davis (Chair, Durham, City of Durham CDD), Anthony Henderson (Durham, City of Durham CDD), Jenny Simmons (NC BoS, NCCEH), Dr Mike Fliss (at large member, UNC/DHHS Injury and Violence Prevention), Andrea Carey (HMIS Lead Agency, NCCEH), Lola Johnson (at large, Urban Ministries), Brian Alexander (Vice Chair, NC BoS, NCCEH), Shanise “Kielana” Ham (at large, The REACH Center), Jessica Aldave (at large, Inter-Faith Council for Social Services), Nicole Wilson (at large, Durham VAMC), Heather Mountz (at large, Duke University), Bettie Teasley (at large, NC Housing Finance Agency),	
	Others present: Dashia Shanks (NCCEH Project Specialist), Rachelle Dugan (NCCEH Project Specialist), Elliot Rhodes (NCCEH Project Specialist), Dr. Latonya Agard (NCCEH Director), Teresa Robinson (NCCEH Project Specialist), Mia Phillips (NCCEH Project Specialist)	
	Absent:	

APPROVAL OF MINUTES

TWO	Presenter: Brian Alexander (acting Secretary)	Estimated Time: 5 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Lola was present at the September 2024 meeting but was marked as absent. Colin requested a motion to approve with the requested edits. Anthony made the motion, and Brian seconded the motion. The minutes were approved unanimously.	
	Anthony brought up the importance of action items in the meeting minutes and if in the future we could emphasize them more.	
	Supporting Materials: <ul style="list-style-type: none">Attached in email reminder sent prior to the meeting	

DEVELOPMENT OF FY24-25 ANNUAL STRATEGIC GOALS

THREE	Presenter: Colin Davis	Estimated Time: 45 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<p>Colin and Andrea led the discussion of each strategic goal</p> <ul style="list-style-type: none"> - Strategic Planning on Finances <ul style="list-style-type: none"> ○ Identify multi-year funding needs for big projects like data warehousing, dashboards ○ Continued analysis of funding sources for HMIS and sustainability ○ 1/27/25: There are no updates to present this month. - HMIS Implementation Evaluation and Improvement <ul style="list-style-type: none"> ○ Set plan for future HMIS Lead monitoring ○ Notify the HMIS Lead and provide checklist of required materials and expected deadlines ○ Use data to evaluate the HMIS Lead and the implementation per HUD guidance and the HMIS@NCCEH Governance Charter and policies and procedures ○ 1/27/25: There was an Evaluation Subcommittee meeting. It was decided that the subcommittee would not rush the timeline. We will try to administer the tool after the contract year ends on 06/30/2025. We will come back together in May 2025 to finalize the tool and then prepare for review and administration. On September 29, 2025, the Advisory Board will be requested to review the findings from the Evaluation Subcommittee. - End-User and Community Improvements <ul style="list-style-type: none"> ○ Increase homeless system representation of folks with lived experience around HMIS implementation, data analysis, and training ○ 1/27/25: We previously discussed the need to understand the demographics for our current HMIS Advisory Board before we go into our current goals. Andrea presented a demographic survey to Advisory Board members for completion. Andrea asked the Board if they had any suggestions on how to increase engagement. No one responded. Andrea provided a few suggestions. ○ Improve timely responses to HMIS Helpdesk and project configurations in HMIS <ul style="list-style-type: none"> ▪ Meet goals for timely HMIS Helpdesk responses ▪ Establish a goal for timely project configuration ○ 1/27/25: Andrea screen-shared monthly Helpdesk metrics for October 2024 data on the performance range and the current performance. New techniques are being tried. Kielana had a question regarding the data if it was based on tickets or voicemails. Andrea explained voicemails are made into tickets. ○ Improving training on HMIS Reporting <ul style="list-style-type: none"> ▪ Create new Custom Reports for community evaluation: <ul style="list-style-type: none"> • Returns to homelessness (regardless of project type) • CE evaluation like diversion, shelter referrals, permanent housing referrals, and move-on services ○ 1/27/25: We have formally purchased the Community Analysis Dashboard. The dashboard shows information like demographics, key outcomes, how many people helped, etc. To fully implement, Andrea proposed an update protocol for how we update the dashboard for the community. The Data Center would update the dashboard after the end of the calendar year, the end of the contract year, and the end of the Federal fiscal year. Andrea suggested that CoC leadership focus on learning and understanding how to use the dashboard before we publicize. Andrea made a motion to have the Advisory Board recommend that each CoC Board revise the Data Quality Plan updates to have quarterly updates. The motion passed unanimously. 	

	<ul style="list-style-type: none"> ○ Continue to increase attendance and engagement with System Updates meetings and Monthly Trainings ○ Continue to increase Engagement with other NC HMIS implementations: Collect Point-In-Time and Housing Inventory Count data from all 12 NC CoCs ○ 1/27/25: <i>Andrea presented background and contextual information about the Statewide HMIS Collaboration. We currently have 4 HMIS Implementations due to differences across NC. We almost have confirmation for RFI. Mike Fliss offered to lead a conversation with NC DHHS about homelessness projects and the need for a statewide system (Dr. Kelly Kimple: https://www.dph.ncdhhs.gov/about-us/dr-kelly-kimple). Bettie Teasley brought up de-duplication efforts.</i>
	<p>Supporting Materials:</p> <ul style="list-style-type: none"> • Final 2024-2025 Strategic Goals & Strategies • HUD's HMIS Lead Evaluation Matrix

DATA CENTER UPDATES

FOUR	Presenter: Andrea Carey	Estimated Time: 15 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Updating NCCEH website soon. New NCCEH website will launch on Friday, February 14 th .	
	Supporting Materials	

Colin motioned to adjourn. Brian made the motion and Mike seconded. Meeting was adjourned at 2:20 PM.

Next HMIS Advisory Board Meeting: Scheduled for March 31, 2025, from 1-3 PM.