

HMIS@NCCEH Advisory Board Meeting Minutes

Monday, July 26, 2024, 1 PM – 3 PM
HMIS@NCCEH Advisory Board Meeting

WELCOME

ONE	Presenter: Colin Davis	Estimated Time: 5 min
	<p>Colin Davis called the meeting to order at 1:05 PM and welcomed everyone to the virtual meeting.</p> <p>Members Present: Colin Davis (Durham, City of Durham CDD), Anthony Henderson (Durham, City of Durham CDD), Brian Alexander (Secretary, NC BoS, NCCEH), Kat Wies (Orange member, Orange County Housing Department), Jenny Simmons (NC BoS, NCCEH), Dr Mike Fliss (At Large member, DHHS Injury and Violence Prevention), Heather Mountz (at large, Duke University), Shanise “Kielana” Ham (NC BoS NC, The REACH Center), Jessica Aldave (at large, Inter-Faith Council for Social Services.), Nicole Wilson (Durham VAMC)</p> <p>Others present: Dashia Shanks (NCCEH Project Specialist), Mia Philips (NCCEH Project Specialist), Rachelle Dugan (NCCEH Project Specialist), Elliot Rhodes (NCCEH Project Specialist), Teresa Robinson (NCCEH Project Specialist)</p> <p>Absent: Bettie Teasley (at large, NC Housing Finance Agency), Lola Johnson (at large, Urban Ministries),</p>	

INTRODUCTIONS

TWO	Presenter: Colin Davis	Estimated Time: 15 min
	<p>Background Information: Introductions from the HMIS@NCCEH Advisory Board meeting members and attendees. (Name, Pronouns, Title, Agency/Organization, relationship to HMIS data)</p>	

ROLES FOR 2024-2205

THREE	Presenter: Colin Davis	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
	<p>Colin acknowledges that while Rachel Waltz slated to be Chair of the Advisory Board, she has moved on to Community Solutions. Jenny makes the motion to revise the slate of executive roles: Colin as Chair, Brian as Vice-Chair, and Kat as Secretary. Heather seconded. The motion passed unanimously.</p>	

APPROVAL OF MINUTES

FOUR	Presenter: Brian Alexander and Kat Wies	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
	Brian presented the minutes from May 2024. Colin made the motion to approve the minutes. Brian seconded. The motion passed unanimously.	
	Supporting Materials: <ul style="list-style-type: none"> • Advisory Board Minutes – May 2024 	

APPROVAL OF POLICIES AND PROCEDURES

FIVE	Presenter: Dashia Shanks	Estimated Time: 40 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
	<p>Background Information: Members reviewed proposed changes to foundational documents to the HMIS@NCCEH Implementation: HMIS@NCCEH Policies and Procedures, HMIS@NCCEH Governance Charter, Privacy Sign (no changes), Release of Information, Privacy Notice, and User Agreement. Members will vote to approve changes. Clean versions with formatting or grammar changes are accepted and have been included for easy review.</p> <p>HMIS Policies and Procedures: Brian made the motion to approve. Kat seconded. The motion passed unanimously.</p> <p>Privacy Notice: Anthony made the motion to approve with revised footer. Brian seconded. The motion passed unanimously.</p> <p>ROI: Anthony made the motion to approve with revision to reference “CE Assessment” for each CoC’s tool and updated footer. Kat seconded. The motion passed unanimously.</p> <p>User Agreement: Anthony made the motion to approve. Brian seconded. The motion passed unanimously.</p> <p>Governance Charter: Brian made the motion to approve. Jenny seconded. The motion passed unanimously.</p> <p>Revised materials will be posted to ncceh.org/hmis/admin and ncceh.org/hmis/advisoryboard.</p>	
	Supporting Materials: <ul style="list-style-type: none"> • HMIS@NCCEH Governance Charter (clean) • HMIS@NCCEH Policies and Procedures (clean) • Privacy Notice (Clean) • Release of Information (Clean) • HMIS User Agreement (Clean) 	

DEVELOPMENT OF FY24-25 ANNUAL STRATEGIC GOALS

SIX	Presenter: Colin Davis	Estimated Time: 45 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
	Background Information: Members discussed proposals for 2024-2025 HMIS@NCCEH Advisory Board goals from the Executive Committee and vote on approval or updates. Brian made the motion to approve FY 24/25 Goals. Nicole seconded. The motion passes unanimously.	
	Supporting Materials: <ul style="list-style-type: none"> Final of 2023-2024 Strategic Goals & Proposed Strategies Draft 2024-2025 Strategic Goals & Strategies 	

DATA CENTER UPDATES

SEVEN	Presenter: Dashia Shanks	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
	Background Information: Dashia led a discussion of Data Center updates including the Statewide HMIS Collaboration on Data Warehousing, FY24 HMIS Report updates, and Data Center hiring updates	
	Supporting Materials <ul style="list-style-type: none"> Data Center AB Updates - July 2024 	

Next HMIS Advisory Board Meeting: Scheduled for September 30, 2024, from 1-3 PM.