

HMIS@NCCEH Advisory Board Meeting Minutes

Monday, March 25, 2024, 1 PM – 3 PM
HMIS@NCCEH Advisory Board Meeting

WELCOME

ONE	Presenter: Lloyd Schmeidler	Estimated Time: 5 min
	Lloyd called the meeting to order at 1:02 PM and welcomed everyone to the virtual meeting. Andrea acknowledged trying a new notetaking app, Fathom to take support minutes.	
	Members Present: Lloyd Schmeidler (Chair, Durham, City of Durham CDD), Nicole Wilson (at large, Durham VAMC), Andrea Carey (Data Center, NCCEH), Shanise “Kielana” Ham (NC BoS NC, The REACH Center), Colin Davis (Durham, City of Durham CDD), Brian Alexander (NC BoS, NCCEH), Heather Mountz (at large, Duke U School of Nursing), Bettie Teasley (at large, NC Housing Finance Agency), Dr. Mike Fliss (at large, UNC Injury Prevention Research Center), Jenny Simmons (NC BoS, NCCEH), Lola Johnson (at large, Urban Ministries)	
	Others present: Dr Latonya Agard (NCCEH Executive Director), Dashia Shanks (NCCEH Project Specialist), Blake Rosser (Orange County Housing Dept.)	
	Absent: Rachel Waltz (Vice-Chair, Orange, Orange County Hsg Dept.), Kat Wies (Orange, Orange County Housing Dept.), Angela Clapp (at large, Orange County Housing Dept.)	

APPROVAL OF MINUTES

TWO	Presenter: Brian Alexander	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 January 2024. Revisions were requested to update the attendees to include Jenny Simmons. Bettie made the motion to approve the minutes as presented with revisions. Colin seconded. The motion passed unanimously.	
	Supporting Materials: <ul style="list-style-type: none">• HMIS AB Minutes – January 2024	

UPDATE ON FY23-24 ANNUAL STRATEGIC GOALS

THREE	Presenter: Lloyd Schmeidler	Estimated Time: 10 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Lloyd facilitated updates for each strategic goal.	

	<p>Colin gave an update for Strategic Goal #2 on the HMIS Lead Evaluation. He will send the formal letter to NCCEH's Executive Director with priorities derived from the HMIS Lead Agency evaluation this week. NCCEH has the opportunity to reply before the April Executive Committee meeting.</p> <p>Andrea gave a brief update about how the Data Center is capacity to better serve HMIS Users. First, staff on temporary leave, Teresa Robinson, is expected back in early April. Second, the Data Center has selected two staff to hire for open positions. They are going through final reference checks and have anticipated start dates of April 15th.</p> <p>Supporting Materials:</p> <ul style="list-style-type: none"> • <u>Final of 2023-2024 Strategic Goals & Proposed Strategies</u>
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DATA CENTER UPDATES

FOUR	Presenter: Andrea Carey	Estimated Time: 50 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 type="checkbox"/> No
	<p>Andrea presented Data Center updates including the statewide HMIS collaboration initiative on data warehousing, software vendor research, FY24 HMIS report updates, and Data Center hiring updates.</p> <p>General updates: The Data Center expects to hire two new staff with a target start date of April 15th. One will focus on new user training, and one will focus on Helpdesk and system configuration. Currently, Durham has 76, NC Balance of State has 256, Orange has 24 users active in the live HMIS. There are 57 new users currently engaged with training. System Performance Measures were submitted for each CoC in March. The next federal reporting period is the Point-in-Time and Housing Inventory Counts. The new upload process should be fully tested for our CoCs by next week.</p> <p>Statewide HMIS collaboration updates: The state HMIS collaborative group is meeting weekly to work through questions about linking data across HMIS implementations. The main considerations are governance, access, ownership, consent, use of data, security, grievances, reporting, and costs. The group discussed the stakeholders who should be consulted as the warehouse framework develops. Groups highlighted included:</p> <ul style="list-style-type: none"> • NC Housing Finance Agency (especially Bettie Teasley) • Department of Health and Human Services data office (especially Haley Young) • Other Consolidated Plan partners like the Commerce Department • NC Association of County Commissioners • Medicaid (DHB) and NCCare360 • NC Association of Colleges & Universities <p>Mike also has some reference points for decision-making frameworks about data requests. For example, a green, yellow, red light system that has different levels of review and publication depending on the scope and nature of the request (statewide = green for publishing, county specific = yellow for more scrutiny, etc.)</p> <p>Software vendor updates: Andrea presented updates about the potential benefits of considering a software Request for Proposals (RFP). There are concerns about delayed critical reporting functionality after the October data standards update. The Data Center has explored potential alternative software vendors. The group agrees that each CoC should consult with their leadership about potentially</p>	

	developing an RFP for new HMIS software. The Data Center will compile a list of current HMIS software needs and pressure points from users and Data Center staff to present at the next Executive Committee meeting.

Next HMIS Advisory Board Meeting: May 20, 2024 from 1-3 PM.

(Originally scheduled for May 27, 2024 from 1-3 PM and needed a revision due to Memorial Day. Lloyd proposed a change by acclamation to change to May 20th. Members affirmed this proposal.)

Lloyd motioned to adjourn. Brian seconded. The motion passed and the meeting was adjourned at 2:26 PM.