

HMIS@NCCEH Advisory Board Meeting Minutes

Monday, May 20, 2024, 1 PM – 3 PM
HMIS@NCCEH Advisory Board Meeting

WELCOME

ONE	Presenter: Rachel Waltz	Estimated Time: 5 min
	Rachel Waltz called the meeting to order at 1:05 PM and welcomed everyone to the virtual meeting.	
	Members Present: Rachel Waltz (Acting Chair (Vice-Chair), Orange, Orange County Housing Department), Andrea Carey (Data Center, NCCEH), 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), Shanise “Kielana” Ham (NC BoS NC, The REACH Center), Bettie Teasley (at large, NC Housing Finance Agency), Jenny Simmons (NC BoS, NCCEH), Lola Johnson (at large, Urban Ministries), Heather Mountz (at large, Duke University)	
	Others present: Dr Latonya Agard (NCCEH Executive Director), Dashia Shanks (NCCEH Project Specialist), Mia Philips (NCCEH Project Specialist), Teresa (NCCEH Project Specialist), Elliot Rhodes (NCCEH Project Specialist), Rachelle Dugan (NCCEH Project Specialist)	
	Absent: Angela Clapp (at large, Orange County Housing Dept.), Dr Mike Fliss (At Large member, DHHS Injury and Violence Prevention)	

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 March 2024. Revisions were requested to delete the Supporting Materials box when no materials were provided. Jenny made the motion to approve the minutes as presented with revisions. Andrea seconded. The motion passed unanimously. Rachel abstained.	
	Supporting Materials: <ul style="list-style-type: none">• Advisory Board Minutes – March 2024	

APPROVAL OF FY 2024-2025 BUDGET

THREE	Presenter: Yakisha Cole and Andrea Carey	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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Yakisha and Andrea reviewed the FY2024-2025 budget as recommended by the Executive Committee. Members asked questions about the cost-sharing formula to share expenses. It was noted that the	

	change to the cost-sharing formula will not go into effect until the FY2025-2026 budget. Brian made the motion to approve the budget. Colin seconded. The motion passed unanimously.
	Supporting Materials: <ul style="list-style-type: none"> • HMIS@NCCEH FY2024-2025 Budget

UPDATE ON FY23-24 ANNUAL STRATEGIC GOALS

THREE	Presenter: Rachel Waltz	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
	<p>Rachel facilitated updates for each strategic goal and discussion of what could be considered for the next year's strategic goals.</p> <p>Rachel presented on Strategic Goal #1 for Financial Sustainability. The Advisory Board updated the cost-sharing formula for communities. The Executive Committee will suggest changes to the Governance Charter to reflect these changes at July's AB Meeting. She recommended that this goal be retained and progress focused on developing multi-year funding opportunities.</p> <p>Colin gave an update for Strategic Goal #2 on the HMIS Lead Evaluation. Items A-D were completed this year, and it is recommended that the HMIS Lead Evaluation committee be reconstituted for the next year. Jenny expressed interest in becoming a member to represent the NC BoS CoC.</p> <p>Andrea gave a brief update about how the Data Center has worked to improve each section of Strategic Goal #3 for End-User and Community Improvements. In particular, the Data Center is improving Helpdesk response times with a fully staffed team and the attendance of System Updates meetings has increased by 47%. She recommended that items A, B.II., and C could use continued attention for next year. Brian suggested that custom report development be included under this overarching goal.</p>	
	Supporting Materials: <ul style="list-style-type: none"> • Final of 2023-2024 Strategic Goals & Proposed Strategies 	

MEMBERSHIP UPDATE

FOUR	Presenter: Rachel Waltz	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
	<p>Rachel facilitated a discussion of roles on the Executive Committee. Brian nominated Rachel for Chair and Colin for Vice-Chair. Rachel nominated Brian for Secretary. Andrea seconded the slate of nominations for these roles. The members unanimously passed the motion.</p>	

	Rachel announces that Jessica Aldave will finish Angela Clapp’s term through June 2025 as an at-large member.
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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
	Andrea presented Data Center updates including the statewide HMIS collaboration initiative on data warehousing, the Data Quality Plan June submission deadline, and Data Center staff training.	
	Supporting Material: <ul style="list-style-type: none"> 	

Next HMIS Advisory Board Meeting: July 29, 2024 from 1-3 PM.

Anthony motioned to adjourn. Lola seconded. The motion passed and the meeting was adjourned at 3 PM.