

HMIS@NCCEH Advisory Board Meeting Minutes

Monday, July 31, 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

ONE	Chair: Lloyd Schmeidler	Estimated Time: 5 min
	Lloyd brought the meeting or order at 1;05 PM and welcomed everyone to the virtual meeting.	
	Members Present: Rachel Waltz (Vice-Chair, Orange, Orange County Hsg Dept.), Andrea Carey (Data Center), Colin Davis (Durham, City of Durham CDD), Lola Johnson (at large, Urban Ministries of Durham), Mike Fliss (At large, UNC-Chapel Hill), Shanise “Kielana” Ham (NC BoS NC, Ripple Effects), Heather Mountz (At large, Duke U School of Nursing), Jenny Simmons (NC BoS, NCCEH), Kat Wies (Orange, Orange County Hsg Dept.), Bettie Teasley (NCHFA), Nicole Wilson (at large VAMC), Brian Alexander (NC BoS, NCCEH) Others present: Tim Bender (NCCEH Data Specialist), Dashia Shanks (NCCEH Data Specialist). Teresa Robinson (NCCEH Data Specialist), Anthony Henderson (City of Durham CDD)	

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 the March 27, 2023 meeting and May 22, 2023 meeting. Mike Fliss made the motion to approve, and Brian Alexander seconded the motion. Both minutes were unanimously approved.	
	Supporting Materials: <ul style="list-style-type: none">• Draft March 27, 2023, minutes• Draft May 22, 2023, minutes	

APPROVAL OF ANNUAL DOCUMENT REVIEW

THREE	Presenter: Andrea Carey	Estimated Time: 20 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
	Andrea reviewed and members considered a vote to approve HMIS@NCCEH documents reviewed annually. Full changes were shared with members ahead of the meeting. The Governance Charter updates were reviewed as proposed by Executive Committee members. Brian Alexander made the motion to approve as updated, and Colin Davis seconded. Members unanimously approved the updated Governance Charter.	

	<p>Next, the Operating Policies and Procedures were reviewed with updates proposed by the Executive Committee members. Kat Wies made the motion to approve as updated, and Brian Alexander seconded. Members unanimously approved the updated HMIS@NCCEH Operating Policies and Procedures.</p> <p>Lastly, the Release of Information changes were reviewed, especially the removal of Section 3 for consent. Rachel Waltz made the motion to approve as updated and tabled the ICA recommendation to extend Demographics Sharing in Section 1. Colin Davis seconded, and the updated Release of Information was unanimously approved by members.</p>
	<p>Supporting materials:</p> <p>Governance Charter</p> <p>HMIS Client Release of Information v0723</p>

HMIS@NCCEH FY2023-2024 BUDGET VOTE

FOUR	Presenter: Andrea Carey	Estimated Time: 20 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>Andrea reviewed the HMIS@NCCEH budget for July 2023 to June 2024. Mike Fliss made the motion to approve, and Kat Wies seconded. Members unanimously voted to approve the FY 2023-2024 budget as presented and proposed by the Executive Committee.</p>	
	<p>Supporting materials:</p> <p>HMIS@NCCEH 23-24 Budget</p>	

2023-2024 ADVISORY BOARD MEMBERSHIP REVIEW

FIVE	Presenter: Lloyd Schmeidler	Estimated Time: 20 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>Lloyd facilitated a discussion where members discussed the HMIS@NCCEH Advisory Board membership for FY 2023-2024.</p> <p>CoC representatives are Rachel and Kat for Orange, Lloyd and Colin for Durham, and Brian and Jenny for NC Balance of State. Andrea represents the Data Center as the HMIS Lead Agency. Nicole, Mike, Lola, Kielana, Bettie, Heather (succeeding Donna Biederman). New member Angela Clapp from Orange County will join next time.</p> <p>No motions or actions taken.</p>	

ADVISORY BOARD GOALS UPDATES

SIX	Presenter: Lloyd Schmeidler	Estimated Time: 20 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>Lloyd led a discussion of 2023-2024 HMIS@NCCEH Advisory Board goals.</p> <p>Ideas from the May Advisory Board meeting were referenced in discussion including, work with the NC ESG Office to share the statewide CAPER and highlight findings/trends on an annual basis, collect Point-In-Time and Housing Inventory Count data from all 12 NC CoCs (which Dr. Fliss volunteered to do work to collect this data), produce PIT and HIC infographics and communicate statewide data to stakeholders (by CoC, Region, and congressional district), and enter into an agreement with other HMIS implementations to provide data to create a statewide dataset that can be used to evaluate NC homeless systems.</p> <p>Ultimately, keeping a goal for HMIS Lead Agency evaluation and increasing user engagement were identified. The discussion for increasing user engagement included improving timely HMIS and reporting training updates. A third goal for sustainable financial planning was identified including the action item like cost sharing revision.</p> <p>Colin made the motion for the Executive Committee to develop full goals and action items for consideration at the September Advisory Board meeting. Rachel seconded. Members voted unanimously to approve.</p>	
	Supporting Material: <ul style="list-style-type: none"> 2022 – 2023 HMIS@NCCEH Strategic Goals 	

HOW TO INTEGRATE LIVED EXPERTISE AND CLIENT-CENTERED APPROACHES TO DATA COLLECTION

SEVEN	Presenter: Lloyd Schmeidler	Estimated Time: 20 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>Lloyd led a discussion on how the HMIS implementation could integrate lived expertise and client-centered approaches to HMIS@NCCEH data collection and governance.</p>	

Next HMIS Advisory Board Meeting: September 25, 2023 from 1-3 PM.