

HMIS@NCCEH Advisory Board Meeting Agenda

Monday, September 29, 2025, 1 PM – 3 PM

HMIS@NCCEH Advisory Board Meeting

WELCOME

ONE	Presenter: Colin Davis	Estimated Time: 5 min
	Colin called the meeting to order at 1:03 PM. Executive Committee Members Present: Colin Davis (Chair, Durham, City of Durham CDD), Jenny Simmons (NC BoS, NCCEH), Andrea Carey (HMIS Lead Agency, NCCEH), Danielle DeCaprio (Orange County CoC), Katelin Christiana (at large, Orange County Housing Department) Jessica Aldavé (Secretary, Inter-Faith Council for Social Services, Orange CoC) At-Large Members Present: Lola Johnson (at large, Urban Ministries), Nicole Wilson (at large, Durham VAMC), Dr Mike Fliss (at large member, UNC/DHHS Injury and Violence Prevention), Others (non-voting members) present: Dr. Latonya Agard (NCCEH Executive Director), Elliot Rhodes (NCCEH Project Specialist), Teresa Robinson (NCCEH Project Specialist), Mia Phillips (NCCEH Project Specialist), Rachelle Dugan (NCCEH Project Specialist), Mira Sanderson (NCCEH) Absent: Bettie Teasley (at large, NC Housing Finance Agency), Shanise “Kielana” Ham (at large, The REACH Center), Erin Gaskin (Partners Behavioral Health, NC BoS At-Large), Anthony Henderson (Durham, City of Durham CDD) To see full membership click here: https://ncceh.org/hmis-advisory-board-members-07-01-25/	

APPROVAL OF MINUTES

TWO	Presenter: Colin Davis	Estimated Time: 5 minutes
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions	Formal Approval Needed? ☒ Yes ☐ No
As we did not meet quorum (2/3 of Advisory Board members present), we are unable to vote on July's meeting minutes. We will bring the minutes forward for a vote at the November meeting.		

POLICY AND PROCEDURES VOTE

THREE	Presenter: Andrea Carey	Estimated Time: 45 minutes
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions	Formal Approval Needed? ☒ Yes ☐ No
	Since quorum was not met, Colin opened the floor for questions rather than proceeding with an approval vote. Jenny emphasized several formatting and grammatical suggestions for the document. Andrea responded that the changes should be easy to incorporate and reiterated her goal of implementing the documents in October 2025.	

	Colin inquired about the possibility of conducting an email vote. Andrea noted that there is no explicit procedure for this. Colin suggested that Jenny share her edits with the group so they could be incorporated into the document and then circulated for an email vote. Jenny agreed to send an email to everyone with the track changes. Colin reminded the group that no decision could be made without quorum. He proposed that the Executive Committee could vote at their October meeting if an email vote proved insufficient. Andrea expressed concern that email would not be adequate for a matter of this importance. Colin concluded by suggesting the vote be moved to the end of the agenda in case additional members joined and quorum was achieved.
	Supporting Materials: Attached to an email sent prior to the meeting.

DATA CENTER UPDATES

FOUR	Presenter: Andrea Carey	Estimated Time: 15 minutes
	Goal: ☒ Share Info ☒ Obtain Input ☐ Make Decisions	Formal Approval Needed? ☐ Yes ☒ No
	Andrea reported that several licenses have become inactive due to inactivity in HMIS. She noted that communication has improved and training time has decreased significantly. Implementation Update – HUD confirmed that data standards will change effective October 1, regardless of whether published materials are available. Updates are being received from vendors on how they are configuring their systems. Andrea highlighted that HUD’s portal will only accept new data after October 1. Andrea proposed not including “sex” on the paper intake form until clearer guidance is provided from HUD, though it will remain available in the system for live data collection. She asked for input from the group. - Colin raised concerns about differences between the paper and system versions and the potential need to follow up with clients about their sex/gender. - Andrea acknowledged this concern. Colin suggested collecting the data but not necessarily inputting the paper data into the system. - Jenny agreed with Colin’s assessment. - Andrea added that the paper form could be ready by Wednesday. Colin asked whether, if HUD does not require the data, there was interest in collecting it internally. Andrea expressed concern that collecting this data might create discomfort for individuals with diverse gender identities. She emphasized that the intention is to follow HUD’s guidance, but since that has not yet been provided, they plan to continue offering the option to collect gender data. Since quorum was not met, no decision could be made. This item will be revisited on the November agenda. Statewide HMIS Collaboration – Efforts continue to connect data statewide. A relaunch of the RFP for the statewide data warehouse may be forthcoming. Work is also underway to integrate data with Mecklenburg County, Raleigh/Wake, and NC. Andrea requested feedback. Danielle asked about obligations involved. Colin clarified that no formal permission is required but emphasized the importance of visibility and awareness. The Balance of State members agreed—no vote was required, only awareness.	

	Software Evaluation Workgroup – No votes were needed. Updates were shared on cost estimates from Bitfocus and WellSky. PIT (Point-in-Time) Count – Andrea asked about coordinating PIT nights. Danielle expressed interest in aligning with Durham’s schedule, and Colin agreed. Andrea noted that BoS will vote at the next Steering Committee Meeting to confirm the official date.
	Supporting Materials:

STRATEGIC GOALS UPDATES

FIVE	Presenter: Colin Davis/Andrea Carey	Estimated Time: 45 minutes
	Goal: ☒ Share Info ☒ Obtain Input ☐ Make Decisions	Formal Approval Needed? ☐ Yes ☒ No
	<u>Draft 2025-26 Goals:</u> 1. Strategic Planning on Finances a. Identify multi-year funding needs for big projects like data warehousing, dashboards b. Continued analysis of funding sources for HMIS and sustainability c. Prepare non-federal funding plan for implementation 2. HMIS Implementation Evaluation and Improvement a. Set plan for future HMIS Lead monitoring b. Notify the HMIS Lead and provide checklist of required materials and expected deadlines c. Use data to evaluate the HMIS Lead and the implementation per HUD guidance and the HMIS@NCCEH Governance Charter and policies and procedures d. HMIS Lead evaluate HMIS Software Vendor Anthony and the team have sent out the surveys and are currently reviewing the responses. They are working to identify which agency’s response may have been entered incorrectly. No final findings have been released yet. Once all results are tallied, we will share the report. 3. End-User and Community Improvements a. Increase homeless system representation of folks with lived experience around HMIS implementation, data analysis, and training b. Improve timely responses to HMIS Helpdesk and project configurations in HMIS i. Meet goals for timely HMIS Helpdesk responses ii. Establish a goal for timely project configuration c. Improving training on HMIS Reporting i. Create new Custom Reports for community evaluation: 1. Returns to homelessness (Regardless of project type) 2. CE evaluation like diversion, shelter referrals, permanent housing referrals, and move-on services d. Continue to increase attendance and engagement with System Updates meetings and Monthly Trainings e. Continue to increase Engagement with other NC Implementations: i. Develop plan to advise State actors if federal funding is transferred to the state through block-grants. For example if State ESG office was to implement all federal funds. ii. Contract for Data Warehousing with other CoCs Dashia presented data highlighting areas of improvement.	

	Danielle noted that she is more likely to attend meetings or events if they are added to her calendar and suggested using calendar invites to help increase participation. Andrea brought up the dashboards and asked whether they are still being used. Nicole shared that, for VA CE, it is helpful to include a snapshot alongside the comprehensive data to support funding decisions. She also mentioned that she found the dashboard somewhat confusing and was unsure how to use it effectively for Veterans. The Data Center welcomed feedback and examples of what users would like to see included in the dashboards. Supporting Materials: • Final 2025-2026 Strategic Goals & Strategies
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The meeting was adjourned at 2:12 PM.

Next HMIS Advisory Board Meeting: Scheduled for November 24, 2025, from 1 – 3 PM