

# HMIS Advisory Board Meeting Minutes

Monday, May 24, 2021, 1-3 PM

Call-in info (audio): 1 218-382-7174

PIN: 583 198 445#

Web: meet.google.com/qaz-bmus-eea

## WELCOME AND INTRODUCTION

<b>ONE</b>	<b>Chair:</b> Brian Alexander
	<b>Brian</b> called the meeting to order at 1:03 PM and welcomed everyone to the virtual meeting.
	<b>Members present:</b> Brian Alexander, Lloyd Schmeidler, Corey Root, Ashley VonHatten, Andrea Carey, Donna Biederman, Hanaleah Hoberman, and Debra Vestal. Nicole Wilson joined the meeting at approx. 2:10 PM.
	<b>Members Absent:</b> Melissa McKeown, Erika Ferguson, and Talaika Williams <b>Also present:</b> Katie Wiseman (ICA) joined us through the Goal Setting discussion.

## APPROVAL OF MINUTES

<b>TWO</b>	<b>Presenter:</b> Lloyd Schmeidler	
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Lloyd</b> presented the minutes of the April 22, 2021 Advisory Board meeting and asked for their approval. Ashley moved for their approval, and Andrea seconded the motion. The minutes were approved unanimously.	

## HMIS@NCCHEH UPDATES

<b>THREE</b>	<b>Presenter:</b> Andrea Carey	
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Andrea</b> provided the following updates about the Data Center's work since our last meeting:	
	<p><b>Federal Updates</b></p> <ul style="list-style-type: none"> <li>• The PIT/HIC submission was completed by HUD's May 14, 2021 deadline.</li> <li>• The next Federal Reporting Season is the Longitudinal System Analysis. This will begin in October with the start of the new federal fiscal year.</li> <li>• Also on October 1<sup>st</sup>, updated HUD Data Standards will go into effect. The Data Center will be providing training alongside the annual Privacy Training in September/early October.</li> </ul> <p><b>HMIS Lead Updates</b></p> <p>In between federal reporting seasons, the Data Center is turning to key HMIS Lead requirements. During the National Human Services Data Consortium (NHSDC) conference in April, Nicole, Andrea, Katie, and Tonya completed the System Administrator certification. We are now planning for an implementation of a Data Quality (DQ) Plan to better support system-wide data quality. CoCs can customize the general DQ plan for their individual needs. A goal of a system-wide DQ Plan is to have higher quality data year-round. We should be able to present on this plan at the next Advisory Board meeting.</p> <p><b>Helpdesk</b></p> <p>The first quarter of the NCCHEH partnership with ICA staff has just ended and a report is forthcoming. We're excited to see the ICA report but are also well aware of the tremendous amount of work and learning ICA has done so far!</p> <p>ICA is taking the lead on Helpdesk support and has started exploring the reporting capacity of ZenDesk, the Helpdesk software. Hot off the presses is a weekly report of total tickets. Thus far in the calendar year, we have managed an average of 92 tickets per week with a peak of 178 during PIT/HIC reporting season. The last four weeks have calmed down to "only" 75 tickets per week.</p> <p><b>System Configuration Updates</b></p>	

Some of the additional capacity that ICA support has given is being directed to system improvement. In particular, we are seeking approval of the following three changes to HMIS assessments:

- Removal of COVID Assessment questions
- Removal of Location questions
- Addition of Current Living Situation (CLS) to ES, TH, HP projects

The Advisory Board approved these changes with the exception of removing the “Zip Code of the last permanent address.” We decided to continue recording the “Zip Code of the last permanent address.”

## 2021-2022 HMIS@NCCEH ADVISORY BOARD GOALS

<b>FOUR</b>	<b>Presenter:</b> Brian Alexander		
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info	<input checked="" type="checkbox"/> Obtain Input	<input checked="" type="checkbox"/> Make Decisions
	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<p><b>Brian</b> introduced the discussion on finalizing the Board’s goals for the upcoming fiscal year. Goals 1 and 2 had been reviewed in the April 2021 meeting; the focus in this meeting was on Goal 3 and its associated strategies. The Board agreed that Goal 3 would be owned by the HMIS Lead, i.e. the Data Center. After discussion, Corey moved and Lloyd seconded a motion to approve the three goals for the 2021-2022 contract year. The motion was approved unanimously. The goals, with the “Goal Owner” in parentheses) are as follows:</p> <p>1 <i>HMIS Implementation Evaluation and Improvement</i> Implement a feedback/evaluation process for Helpdesk requests that provides an opportunity to evaluate our work and do ongoing quality improvement (Owner: HMIS Lead)</p> <p>2. <i>HMIS Implementation Evaluation and Improvement</i> Use HUD HMIS Lead improvement document to evaluate each of the nine categories to set a baseline understanding of the implementation and to set a framework for how to move toward improvement (Owner: a to-be-named Evaluation Subcommittee of the Board)</p> <p>3. <i>Data Quality/End User and Community Improvements</i> Increase end user participation/engagement (Owner: HMIS Lead)</p>			

## 2021-2022 HMIS@NCCEH ADVISORY BOARD MEMBERSHIP

<b>FIVE</b>	<b>Presenter:</b> Brian Alexander		
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info	<input checked="" type="checkbox"/> Obtain Input	<input type="checkbox"/> Make Decisions
	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<p><b>Brian</b> facilitated a discussion regarding membership and officers for the HMIS Advisory Board for the upcoming contract year, starting on July 1, 2021 and explained that the HMIS Advisory Board is a partnership of representatives from each of the participating CoCs and additional stakeholders. The HMIS Advisory Board may have 11-17 voting members. The HMIS Advisory Board members shall elect a Chairperson, Vice-Chairperson, and Secretary. To be eligible to serve as an officer, an individual must be a designated CoC representative.</p> <p>Brian reported that Donna Biederman, Nicole Wilson, and Erika Ferguson are open to being reappointed to the Board for a second two-year term, while Melissa McKeown and Talaika Williams are ending their service on the Board. The Advisory Board agreed to reappoint Donna, Nicole, and Erika to terms running from 7/1/2021 through 6/30/2023.</p>			

The Board agreed to reappoint the current Chair, Vice-Chair, and Secretary; Brian Alexander, Corey Root, and Lloyd Schmeidler, respectively, to their current positions for an additional year. Per the Governance Charter, this will be their final year of service in these Board leadership positions.

The Board agreed to invite the three CoC Leads to nominate for the Executive Committee's consideration for appointment to the Board an experienced HMIS user from the CoC.

The Board also agreed to invite Heather Black with NC 2-1-1 to join the Board. Ashley VonHatten will contact her. The Board agreed to invite the North Carolina Housing Finance Agency (NCHFA) to nominate a representative to serve on the Board. Brian will reach out to Erika Ferguson at NCDHHS for a possible contact. The Board agreed to invite Mike Fliss, PhD, Professor at the Injury Prevention Research Center at UNC-CH, to join the Board. Andrea will extend the invitation to Dr. Fliss.

There being no other business, the meeting was adjourned.

The meeting adjourned at approximately 2:50 PM

**Respectfully submitted,  
Lloyd Schmeidler, Secretary**

**Next Executive Committee Meeting: Monday, June 28, 2021 from 2-3 PM**

**Next Full HMIS Advisory Board Meeting: July 26, 2021 from 1-3 PM**

