

HMIS@NCCEH Advisory Board Executive Committee
Meeting Minutes
April 26, 2021

Members Present: Brian Alexander (Chair), Lloyd Schmeidler (Secretary), Corey Root, Ashley VonHatten, Andrea Carey

Members Absent: Hanaleah Hoberman, Debra Vestal

Also Present: Matthew McDowell (NCCEH Finance and Operations Director)

Brian called the meeting to order at 2:02 PM.

Minutes: Due to the absence of NCCEH staff member, Adrianna Coffee, who has assisted Lloyd with drafting minutes of meetings, there were no minutes to review and approve at this meeting.

2020-2021 Budget Review: Matt reviewed the Actuals vs. Budget for the 2020-2021 contract year. Through three-quarters or nine months of the contract year, actual expenses are at 81% of the budgeted amount of \$627,787 with \$508,948 spent. The primary factor in the below-budget actuals is that we had budgeted for higher personnel expenditures than we have had. The two employees embedded to work with the Data Center via the contract with ICA are providing valuable support. Matt indicated that the end-of-the-contract-year statement/invoice that he will send to the three HMIS-participating CoCs in late July or August likely will be under the 2020-2021 budgeted amount. Brian noted that the Data Center will not be asked to share any of the costs of hiring a successor to former Executive Director Denise Neunaber.

2021-2022 Budget Preparations: Matt also reviewed the HMIS@NCCEH draft budget for the 2021-2022 contract year. The total budget amount of \$829,397 is less than a two-percent increase over the current budget of \$814,979. Matt acknowledged that the current 2020-2021 budget was reduced due to a credit that WellSky provided for deliverables that were delayed in the transition out of the NC HMIS. Matt highlighted the following elements of the budget:

- a. The NCCEH personnel budget is moving from a budget for 7 Full Time Equivalent (FTE) employees in the current budget to 4.5 FTEs. These employees will be supplemented by approximately 2.2 FTEs working with the implementation through ICA.
- b. The implementation currently has issued 374 user licenses. The budget allows for up to 450 user licenses. The cost of each user license with WellSky will continue to be \$270 per year.

Discussion of the budget focused primarily on whether our HMIS implementation needs over 6.5 FTEs. After discussion, we directed Matt to make the following adjustments to the FY 2021-2022 budget draft:

- a. The cost of NCCEH personnel will be adjusted to reflect that NCCEH will not be hiring the two vacant positions until sometime after the new NCCEH Executive Director begins his/her work.
- b. The cost sharing between the three participating CoCs for Data Center costs will be adjusted to reflect the percentage of the total number of beds each CoC has in the 2020 Housing Inventory Count (HIC).

Advisory Board Agenda for May 24, 2021 meeting: Brian outlined the following agenda for the May Advisory Board meeting:

- a. Finish our review and approval of the Board's Goals and Strategies
- b. Consider Advisory Board membership appointments for the 2021-2023 period
- c. Possibly consider a "second phase" request from the NC Department of Health & Human Services for data sharing to facilitate COVID vaccinations of people experiencing homelessness

The meeting adjourned at 3:04 PM.

Respectfully submitted,

Lloyd Schmeidler, Secretary