

**HMIS@NCCEH Advisory Board  
Executive Committee Meeting Minutes  
January 21, 2022**

**Members Present:** Brian Alexander (Chair), Lloyd Schmeidler (Secretary), Ashley VonHatten, Andrea Carey, Hanaleah Hoberman, Kat Wies

**Members Absent:** Rachel Waltz (Vice-Chair)

**Also Present:** Matthew McDowell (NCCEH Finance and Operations Director), Adriana Diaz (NCCEH Project Assistant)

Brian called the virtual meeting to order at 11:02 AM.

**Minutes:** Lloyd presented the minutes of the October 25, 2021, HMIS@NCCEH Advisory Board Executive Committee meeting. Lloyd moved for their approval, and Ashley seconded the motion. The minutes were approved unanimously.

**2021-2022 Financial Statements Review:** Matt reviewed the YTD financials for the first third of the 2021-2022 contract year (July 1-Oct 31, 2021). Financially, the HMIS@NCCEH implementation is in almost the same place from the previous Advisory Board Executive Committee meeting in October 2021. There are no changes to the narratives around the budget categories. Looking at the Budget vs. Actuals report, HMIS@NCCEH is expending 75 percent of what would be expected through the first third of the financial year based on the budget. Matt noted that the high percentage of the budget for Professional Development reflects three NCCEH staff member's attendance at the NHSDC conference and will level off. Matt also highlighted that the Personnel Expenses, at 52 percent of expenditures, largely reflects the two open positions for the NCCEH Data Center. The open positions are posted, and the search is ongoing. NCCEH has contracted with ICA to help with the search.

Looking at cost sharing between the three CoCs, Matt has completed the contracting process with the City of Durham for the Durham CoC for CY 2022 and the Orange County government for the Orange CoC for CY 2022. Matt will bill actuals shortly after the fiscal year is completed.

Andrea asked what under-spending means for the HMIS@NCCEH implementation and if leftover money could be reallocated within the budget. Matt explained that the ultimate effect of underspending is that each of the 3 CoCs in HMIS@NCCEH are charged less than projected for services. It is possible to reallocate funds to different categories and can be discussed if needed.

Lloyd asked how often billing occurs for contracted services. Matt answered that each CoC is billed once per year when the actual figures for the entire fiscal year are finalized.

**HUD TA Update:** Brian provided an update on the HMIS@NCCEH implementation's request for HUD TA, which was due to inquiries from CoCs interested in the implementation's work. The request was approved and the names of the two consultants providing TA are Mark Silverbush and Victoria Lopez. Brian and Andrea will be having an introductory meeting with them on Thursday, January 27. The conversation will focus on what HMIS@NCCEH would need if other CoCs were to join this HMIS implementation.

Hanaleah asked for more details about what HMIS@NCCEH is hoping to get support on from HUD TA. Brian responded that it was about what the HMIS@NCCEH implementation, including the governance board, should take into consideration when there are CoCs wanting to join.

**Advisory Board Agenda for January 31, 2022, meeting:** Brian outlined the following agenda items for the upcoming Advisory Board meeting:

- a. Approval of minutes
- b. HMIS@NCCEH updates
- c. Childhood Obesity Data Initiative (CODI) presentation
- d. NCDHHS Vaccine Research project update
- e. 2021-2022 Goals update

The meeting adjourned at 11:40 AM.

Respectfully submitted,

Lloyd Schmeidler, Secretary with staff support from Adriana Diaz