

HMIS@NCCEH Advisory Board Meeting Minutes

Monday, January 29, 2024, 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	Presenter: Lloyd Schmeidler	Estimated Time: 5 min
	Lloyd called the meeting to order at 1:02 PM and welcomed everyone to the virtual meeting.	
	Members Present: Lloyd Schmeidler (Chair, Durham, City of Durham CDD), Nicole Wilson (at large, VAMC), Rachel Waltz (Vice-Chair, Orange, Orange County Hsg Dept.), Andrea Carey (Data Center), Shanise “Kielana” Ham (NC BoS NC, Ripple Effects), Colin Davis (Durham, City of Durham CDD), Brian Alexander (NC BoS, NCCEH), Heather Mountz (at large, Duke U School of Nursing), Kat Wies (Orange, Orange County Hsg Dept.), Bettie Teasley (at large, NC Housing Finance Agency), Dr Mike Fliss (at large, UNC Injury Prevention Research Center), Jenny Simmonds (BoS, NCCEH)	
	Others present: Dashia Shanks (NCCEH Project Specialist), Elliot Rhodes (NCCEH Project Specialist), Teresa Robinson (NCCEH Project Specialist)	
Absent: Angela Clapp (At large, Orange County Hsg Dept.)		

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 for November 2023. Revisions were requested to update the document title to November Minutes and to Bettie’s name spelling. Rachel made the motion to approve the minutes with revisions. Mike seconded. The motion passed unanimously.	
	Supporting Materials: <ul style="list-style-type: none">• HMIS AB Minutes – November 2023	

REVISED COST-SHARING PROPOSAL

THREE	Presenter: Lloyd Schmeidler and Andrea Carey	Estimated Time: 30 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 presented the proposal for FY2024-2028 HMIS@NCCEH Cost Sharing formula from the Executive Committee. The costs for the Data Center expenses would be proportionally calculated based on HMIS participating projects. The proposal includes the distribution based on December 2023. The EC advises that changes should be gradually adopted over 3 years to allow for adjustments by	

	each CoC. The software expenses would continue to be calculated based on the number of licensed users for each CoC and calculated annually. Colin motions to approve the cost-sharing proposal. Brian seconded. The motion passes unanimously.
	<p>Supporting Materials:</p> <ul style="list-style-type: none"> • Cost-Sharing Proposal FY24-25

DATA USE AGREEMENT FROM NC DHHS

FOUR	Presenter: Andrea Carey	Estimated Time: 10 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 introduced the Data Use Agreement proposed by the NC Department of Health and Human Services that will serve as the foundational agreement for HMIS-based research. Dr. Mike Fliss presented the history of this collaboration, the results from the linkage, and the continued need for ongoing research on mortality rates. The next step would facilitate this ongoing research. The proposed DUA would last 3 years, is renewable, and would allow specific projects to go through an amendment process with fewer obstacles at NC DHHS. The Data Center would continue to present research projects to the HMIS Advisory Board for approval before conducting. Mike motioned to approve the Data Use Agreement with NC DHSS. Brian seconded. The motion passed unanimously. Mike motioned to approve the data linkage of death records to HMIS@NCCEH records for annual linkage. Jenny seconded. The motion passed unanimously.</p>	
	<p>Supporting Material:</p> <ul style="list-style-type: none"> • DUA attached to reminder email • Previous research "People Experiencing Homelessness In NC have Increased Mortality" 	

UPDATE ON FY23-24 ANNUAL STRATEGIC GOALS

THREE	Presenter: Lloyd Schmeidler	Estimated Time: 30 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 facilitated updates for each Strategic Goal.</p> <p>For Goal #2 on HMIS Lead Agency Evaluation, Colin presented the priorities for improvement that the Evaluation Subcommittee and NCCEH agreed on. The HMIS Lead will prioritize additional monitoring of HMIS Participating Agencies, include physical compliance review in security plan, HMIS grievance policy, and enhance the HMIS training and HMIS team professional development opportunities. A letter will be sent to NCCEH leadership for official receipt.</p> <p>i. Does the HMIS Lead provide quality improvement strategies, training and capacity building opportunities, and corrective action planning to agencies based on the findings of the HMIS end user monitoring process regarding privacy, security, and data quality?</p>	

	<ul style="list-style-type: none"> ii. Does the HMIS Lead have a user grievance policy in place? iii. Do HMIS Lead staff reflect the racial and ethnic diversity of the homeless response system? iv. Does the HMIS@NCCEH Advisory Board composition reflect the racial and ethnic diversity of the homeless response system? v. Does the HMIS Lead review the HMIS@NCCEH policies and practices to identify strategies to reduce disparities? vi. Does the HMIS Lead employ multilingual staff? vii. Does the HMIS Lead offer staff professional development in: <ul style="list-style-type: none"> a. Boundaries b. Conflict resolution c. Cultural, Gender, and Sexual Minority Competency d. Race Equity including Unconscious or Implicit Bias, Cultural Humility, or Restorative Justice <p>* A break occurred between 2:10 and 2:14 for technical difficulties. Lloyd moved to adopt the priorities for improvement. Rachel seconded. The motion passed unanimously.</p>
	<p>Supporting Materials:</p> <ul style="list-style-type: none"> • <u>Final of 2023-2024 Strategic Goals & Proposed Strategies</u>

DATA CENTER UPDATES

FIVE	Presenter: Andrea Carey	Estimated Time: 15 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 type="checkbox"/> No
	Andrea presented Data Center updates on federal reporting, including the submission deadline of System Performance Measures on March 13 th , the two positions opening for the Data Center, and research projects. There is currently no update on the NC CODI data network with hospitals and other community partners. The group is looking for at least \$250,000 in ongoing funding.	
	Supporting Material: •	

Next HMIS Advisory Board Meeting: March 25, 2024 from 1-3 PM.

Rachel motioned to adjourn. Brian seconded. The motion passed and the meeting was adjourned at 3 PM.