

HMIS Advisory Board Meeting Minutes

Monday, July 26, 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 INTRODUCTIONS

ONE	Chair: Brian Alexander
	Brian called the meeting to order at 1:03 PM and welcomed everyone to the virtual meeting. Since several new members had been appointed to the Board by the Executive Committee, everyone on the call introduced themselves.
	Members present: Brian Alexander, Lloyd Schmeidler, Kristen Armstrong, Donna Biederman, Valaria Brown, Andrea Carey, Erika Ferguson, Mike Fliss, Hanaleah Hoberman, Rachel Waltz, and Ashley VonHatten. Nicole Wilson joined at 1:16 PM.
	Members absent: Kat Wies Also present: Katie Wiseman (ICA), Tonya Harris (ICA), Nicole Purdy (NCCEH), Allie Card (NCCEH), and Adriana Diaz (NCCEH)

APPROVAL OF MINUTES

TWO	Presenter: Lloyd Schmeidler	
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Lloyd presented the minutes of the May 24, 2021 Advisory Board meeting and asked for their approval. Donna moved for their approval, and Valaria seconded the motion. The minutes were approved unanimously.	
Supporting Material: May 24, 2021 minutes emailed prior to meeting.		

ANNUAL HMIS OPERATING POLICIES AND PROCEDURES UPDATES

THREE	Presenter: Brian Alexander	
	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 checked="" type="checkbox"/> No
	<p>Brian provided a review of the draft July 2021 HMIS Operating Policies and Procedures and highlighted the following updates:</p> <ul style="list-style-type: none"> Under Section II, heading B.1., the NC BoS CoC suggests clarifying that funded agencies must use NCCEH'S HMIS implementation. Under Section II, heading D.3., added language that matches contractors and funders for consistency. Under Section III, heading A.1., an updated link to the Agency Administrator Roles and Responsibilities form has been added. Under Section V, heading B.7., the updated language suggested clarifies the current support offered by the NCCEH Data Center, differentiating between required reporting and desired reporting. Under Section VI, heading B.1., no updates to the Data Quality Plan section will be made until the final plan has been created and an implementation timeline has been developed. This may need an interim update during the contract year. Under Section VI, heading B.6., the updated language aligns with current HUD Data Standards so that it does not need to be updated when they change. Under Section VI, heading C.5., the updated language aligns with current HUD Data Standards. Under Section VI, heading C.6., the updated language aligns with current procedures. Under Appendix A, HMIS@NCCEH Data Structure "Tree" was updated to align with the data structure after the restructuring script. 	

Lloyd suggested adding language under Section VI, heading C.6. that identifies where project guidelines come from. Hanaleah suggested keeping the current language but changing the word “guidelines” to “standards” and adding the clause, “as long as project standards do not conflict with CoC standards.” The Advisory Board accepted these changes.

The following updates need to be made to the July 2021 HMIS Operating Policies and Procedures:

- Update language under Section II, heading 3.A.
- Update language under Section VI, heading C.5.

The revisions will be made and sent for review and vote by email by the end of July 2021.

On July 29, 2021, the updated draft of the July 2021 Annual HMIS Operating Policies and Procedures was emailed to the Advisory Board by Brian Alexander for review. Lloyd Schmeidler made the following suggestion:

- Under Section II, heading D.3., Lloyd suggested alternative language for the section on Funder access to the HMIS.

Taking Lloyd’s suggestions into consideration, Andrea suggested new language under Section II, heading D.3. that clarifies the Purpose and Extent of Funder access to HMIS.

On August 3, 2021, Brian Alexander emailed the Advisory Board to move forward with a vote by email on approving the updated draft July 2021 Annual HMIS Operating Policies and Procedures. Lloyd made the motion for approval, and Ashley seconded the motion. The motion was approved unanimously through a virtual approval.

Supporting Material: Draft July 2021 Annual HMIS Operating Policies and Procedures emailed prior to meeting.

FORMING AN EVALUATION SUBCOMMITTEE

FOUR	Presenter: Brian Alexander	
	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>Brian facilitated a discussion regarding forming an evaluation subcommittee to measure and evaluate the HMIS@NCCEH implementation. The Evaluation Subcommittee will be the owner of the HMIS@NCCEH second approved goal for this calendar year, which is:</p> <ul style="list-style-type: none"> • Using 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. <p>Ashley moved for the approval of the formation of an evaluation subcommittee, and Donna seconded the motion. The motion was approved unanimously.</p> <p>Lloyd suggested having a representative from each CoC as part of the subcommittee. Rachel asked for more explanation on the timing of the evaluation subcommittee and how it would build off the work of previous evaluation. Brian answered that the formation of the evaluation subcommittee would lead into the following year’s goals, and that the desired goal is to form an evaluation subcommittee that regularly evaluates the HMIS Lead.</p> <p>Kristen, Donna, Rachel, and Hanaleah expressed interest in joining the evaluation subcommittee.</p>	

Presenter: Andrea Carey

Goal: Share Info Obtain Input Make Decisions

Formal Approval Needed?
 Yes No

Andrea provided the following updates about the Data Center’s work since our last meeting:

HMIS Lead Updates

- The Data Center executed two Housing Move-In Date Trainings for additional support to Permanent Housing projects.
- For ESG-CV submissions, the State ESG entitlement for COVID funding has been submitted and the HMIS Lead is ready to submit Durham’s ESG-CV on Wednesday.

System Configuration Updates

- The Data Center has executed on the following assessment changes approved by the Board at our last meeting:
 - Removal of COVID Assessment questions
 - Removal of Location questions
 - Addition of Current Living Situation (CLS) to ES, TH, HP projects

Helpdesk

- The 6-month mark of the NCCEH partnership with ICA has just passed. Andrea presented a project status report visual which showed the increased reporting ability for Helpdesk and reflected the increased capacity felt across the Data Center team due to its partnership with ICA. The Data Center is averaging around just under 400 solved tickets a month, having 2,300 new tickets and 2,400 solved tickets from the past six months.

Data Quality/End User and Community Improvements

- In pursuing the 2021-2022 HMIS@NCCEH Advisory Board’s third goal, the Data Center team is looking at how the ZenDesk Knowledge Base can support a better library of tools for HMIS users.
- The Data Center has also been pursuing the 2021-2022 HMIS@NCCEH Advisory Board’s third goal by examining learning management software that can increase usability and track who completes trainings.
- The Data Center is in the process of clarifying some of the roles and timelines in the LMS implementation. In the next week or two, NCCEH will meet with ICA to coordinate a Memorandum of Agreement (MOA) for those specifics. The Data Center is planning implementation beginning with the September/October Data Standards release.

Data Quality Plan Progress

- The Data Quality Plan benchmarks have been drafted.
- The Data Center reached out to users during the last month to ask for feedback through an online survey and conducted a focus group last week to dive into detailed aspects of the Data Quality Plan benchmarks.
- The Data Center is hoping to run the first round of reports in early to mid-August. These reports will serve as a check-in from the Data Center that is specific to agency projects. The reports will cover the period of October 2020 – July 2021.

Lloyd asked if, in terms of the MOA with ICA, the Data Center understands that the MOA will not have an impact on the budget approved by the Advisory Board Executive Committee. Brian answered that because of the way the cost structure is set up, most of the costs are spread out and will end up in next year’s budget instead of this year’s budget. Brian had a discussion with NCCEH Finance and Operations Director Matt McDowell and the two decided NCCEH can absorb those costs within the budget, but that next year further discussion about these costs will be necessary.

Lloyd also asked if the Advisory Board should consider having an orientation for new board members and implementing a formal process for onboarding new members. Rachel and Brian expressed support for implementing an orientation, and Lloyd suggested inviting new and continuing Board members to make suggestions of what the onboarding process could include. Mike reported that he and Donna want to set up a one-on-one meeting with an existing board member and asked if a summary of what the Board has done in the past year could be provided. Kristen agreed that partnering with an existing board member would be helpful to gain basic knowledge of the Advisory Board. Valaria expressed appreciation for her appointment to the Board and for Lloyd’s orientation to the Board.

Donna highlighted that meeting in-person prior to the pandemic was helpful in having more discussion and relationship-building. She suggested conducting every other meeting in-person or having an in-person option. Rachel expressed support but also voiced concern about COVID restrictions. Brian suggested that the Executive Committee can follow-up on creating a formal onboarding process and considering in-person meetings.

There being no other business, the meeting was adjourned.

The meeting adjourned at 2:23 PM

**Respectfully submitted,
Lloyd Schmeidler, Secretary, with staff support from Adriana Diaz**

**Next Executive Committee Meeting: Monday, August 30, 2021 from 2-3 PM
Next Full HMIS Advisory Board Meeting: Monday, September 27, 2021 from 1-3 PM**

