

**HMIS@NCCEH Advisory Board
Executive Committee Meeting Minutes
July 19, 2021**

Members Present: Brian Alexander (Chair), Lloyd Schmeidler (Secretary), Ashley VonHatten, Andrea Carey, Hanaleah Hoberman, Rachel Waltz

Members Absent: Corey Root

Also Present: Matthew McDowell (NCCEH Finance and Operations Director), Adriana Diaz (NCCEH Project Assistant), Kat Wies (Kat has not been formally appointed to the Advisory Board by the Orange County CoC Board, so currently is not a member of the Committee.)

Brian called the virtual meeting to order at 3:03 PM.

Minutes: Lloyd presented the minutes of the April 26, 2021, HMIS@NCCEH Advisory Board Executive Committee meeting. Ashley moved for their approval, and Andrea seconded the motion. The minutes were approved unanimously.

2020-2021 Financial Statements Review: Matt reviewed the Actuals vs. Budget for the 2020-2021 contract year. Through ten months of the contract year, July 2020 through April 2021, actual expenses were at 85% of the budgeted amount of \$692,391 with \$589,700 spent. The primary factor in the below-budget actuals was that we had budgeted for higher personnel expenditures than we actually 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/early August likely will be under the 2020-2021 budgeted amount. Brian noted that NCCEH will be hiring a Data Center Director and Data Analyst in the fall.

2021-2022 Budget Presentation: Matt also reviewed the HMIS@NCCEH draft budget for the 2021-2022 contract year. There was an estimated 6% reduction in the total budget amount, going from \$814,979 to \$771,396. Matt highlighted the principal driver for the reduction: Changing the projected start dates for the two vacant positions from July 1 to October 1.

Matt also pointed out that the cost-sharing amounts for the three participating CoCs have been adjusted to reflect the percentage of the total number of beds each CoC had in the 2020 Housing Inventory Count (HIC) and the percentage of the total number of HMIS user licenses that each CoC had as of June 30, 2021.

Brian noted that NCCEH will be working fully remotely at the end of 2021 and that operational costs were adjusted based on anticipated cost reductions. The costs for office space will continue through the end of 2021 and then there will be an estimated 6-month period of changes with reduced operational costs.

Hanaleah raised the question of how the transition to fully remote work may impact NCCEH's ability to return to real-time responses to calls to the Data Center. Brian noted that addressing that concern will be a part of the planning over the next 6 months.

Lloyd moved for the approval of the July 2021- June 2022 HMIS@NCCEH budget and Andrea seconded the motion. The motion was approved unanimously.

Approval of New Members: The Board discussed the approval of new members for the HMIS@NCCEH Advisory Board. With the goal of having one end user from each CoC, Brian presented Kristen Armstrong from Union County Community Shelter as a potential member from the NC BoS CoC. Lloyd presented Valaria Brown from Housing for New Hope as a potential member from the Durham CoC. Rachel and Kat will check with the Orange County CoC board and present a potential representative from Orange County at a later date.

Andrea presented Mike Fliss from the UNC School of Social Work as a potential new member of the Advisory Board. The Board discussed two other areas to look for potential new members:

- a. The North Carolina Housing Finance Agency - Brian will follow-up with Erika Ferguson to solicit interest.
- b. NC 211 - Andrea highlighted that they have narrowed their choices to two supervisors from the NC 2-1-1 team and Ashley will follow up with Heather Black.

Brian highlighted that the first two-year term for the five at-large members of the HMIS@NCCEH Advisory Board has ended. However three at-large members agreed to continue to serve, if reappointed. Those members are Erika Ferguson from NCDHHS, Nicole Wilson from the Durham VAMC, and Donna Biederman from the Duke School of Nursing.

The Board moved to vote on the acceptance of Kristen Armstrong, Valaria Brown, Mike Fliss, Erika Ferguson, Nicole Wilson and Donna Biederman as members of the HMIS@NCCEH Advisory Board for two-year terms from July 1, 2021 through June 30, 2023. Lloyd moved for their approval, and Hanaleah seconded the motion. The new members were approved unanimously.

Lloyd acknowledged that the resignation of Corey Root from the Advisory Board has left the Board's Vice-Chair position vacant. The HMIS@NCCEH Governance Charter calls for the three HMIS participating CoCs to each fill a leadership position. Accordingly, Brian invited Rachel and Kat to consider which of them would be willing to be appointed by the Board to serve as Vice-Chair for the coming year.

Advisory Board Agenda for July 26, 2021 meeting: Brian outlined the following agenda items for the upcoming Advisory Board meeting:

- a. Provide introductions of all members
- b. Discussion of the appointment of an Evaluation Committee to evaluate the HMIS implementation and monitor the HMIS Lead Agency's work, and
- c. Review and approval of 2021 updates of the HMIS policies and procedures.

The meeting adjourned at 3:50 PM.

Respectfully submitted,

Lloyd Schmeidler, Secretary with staff support from Adriana Diaz