

**HMIS@NCCEH Advisory Board  
Executive Committee Meeting Minutes  
January 9, 2023**

**Members Present:** Brian Alexander (Secretary), Andrea Carey, Jenny Simmons, Colin Davis  
Rachel Waltz (Vice-Chair) joined at 1:40 P.M.

**Also Present:** YaKisha Cole (Interim NCCEH Finance and Operations Director), Adriana Diaz (NCCEH Project Assistant), Ryan Fehrman (NCCEH Executive Director)

Brian called the virtual meeting to order at 1:03 P.M.

**2022-2023 Financial Statements Review:** YaKisha Cole presented the HMIS@NCCEH financial report, showing the budget vs. actuals report for July 1, 2022, to November 30, 2022.

- Facility costs include rent & utilities except for phone and internet, which are separate items
- WellSky is its own line item – at \$68,134.50
  - At roughly 50% of expenses for the year
- Travel expenses went up a bit due to a conference in Seattle for which two Data Center employees attended
- Legal fees include NCCEH's attorney reviewing the CODI Master Consortium Agreement
- Through five months, spending should be about 42% of annual budget costs
- Ryan noted that under project expenses, the HMIS independent contractors line-item amount seems low. This line item would include expenses for the NCCEH contract with ICA for System Administration support. Kisha will review the amount.

Kisha will review "TOTAL: NCCEH Expenses plus WellSky Software, net of ESG Awards/Research" line item as total should be equal to the same as the line item "TOTAL" NCCEH Data Center Expenses plus WellSky Software." Andrea noted that she believes we spent some ESG-CV funding during the first five months of the contract period.

Colin asked where the implementation was on revenue collection. Kisha does not have third page with revenue allocations at this time. She will send that out at a later date. Brian said at this point HMIS@NCCEH is far under the cash flow limit, so it should not be a concern.

Brian asked if payables were up to date since NCCEH has had to do some catch up following its Finance Director's departure. Some of them are behind where they normally should be. All payables went out by last week and are up to date.

Andrea noted that there are currently no available funds for the APR Dashboard. However, will review viability for maybe the July 2023 - June 2024 budget year.

### **Data Center Updates**

- Training
  - New user training has been relaunched through the Learning Management System (LMS) ([icatraining.org](http://icatraining.org)). There are workflow specific trainings (although not for CE yet). Additional trainings for VA and HOPWA funded projects should be finished by the end of the month.

- There are some final edits to Street Outreach and PATH trainings that will be revised by Jan 18th. Once finalized, Data Center will recommend all SO users take these courses for better support.
  - The Data Center will also maybe have users be able to do ShelterPoint training.
- The old videos will be kept on the website for reference and in case users are used to referencing them right now.

Brian asked if there was a cut off period for new licenses in order to switch to the LMS process. Andrea answered that the cut off period was 12/10/22 as the last day to request new licenses and 12/21/22 as last day to submit test clients through the old system to give Data Center staff time to review those, then implement the new user process in January 2023.

- Reporting

- PIT/HIC night is almost here. There continues to be some confusion among agencies about the different methods used for unsheltered, non-HMIS participating, and HMIS participating counts. The *HMIS* PIT/HIC Training is the January System Updates meeting on 1/10. Agencies will submit reports for their projects to continue building more ownership over the data for them.
- NCCEH is presenting to McKinney Vento Liaisons on 1/11 to also share PIT/HIC information with that audience (statewide).
- Data Quality Plan drafts will be presented to CoCs over the next month for feedback and approval or revisions. Key principles: agencies submit reports more than once a year; NCCEH provides monitoring structure; CoCs ultimately responsible for oversight; and NCCEH and CoCs work together for improvement plans as needed. Decisions needed include the data standards across CoCs, the reports used, the frequency of submission, and the structure of encouragements and enforcements that support this monitoring.
- The statewide data workgroup met last week with representatives of each HMIS implementation. Ryan and Andrea represented our HMIS implementation. This workgroup will meet again in February. Charlotte/Mecklenburg CoC announced that it is leaving NC HMIS at the end June 2023 and moving to Bitfocus Clarity as their own HMIS implementation.
  - Brian noted that Charlotte/Mecklenburg CoC leaving NC HMIS could impact HMIS@NCCEH, and the implementation should keep eye on that. Smaller CoC's in NC HMIS may ask to join in the future.
  - Andrea suggested the need to update the HMIS@NCCEH exit clause in the Governance Charter longer than 6-months.
- The CODI Master Consortium Agreement was approved by HMIS Advisory Board and ready for Ryan to sign on the implementation's behalf!

### **Mortality linkage research dissemination planning**

Andrea invited members to share ideas on how to disseminate Mike Fliss' mortality linkage research project and push its findings out. Members suggested:

- Sharing it at the CoC governance-level

- Bringing it to Debra Susie to share at an upcoming LLRS call

Andrea noted the importance of the report in showing how data sharing is helpful and how data sets can connect together even without being in same implementation.

Andrea will talk to Mike about presenting the report.

**Advisory Board Agenda for January 30, 2023, meeting:** The Executive Committee decided on the following agenda items for the upcoming HMIS Advisory Board meeting:

1. Welcome & minutes
2. HMIS@NCCEH updates
3. Lundquist research project participation (for vote)
4. Statewide data warehousing update & HUD TA request (for vote)
5. Strategic goals updates

**Minutes:** Brian presented the minutes of the October 31, 2022, HMIS@NCCEH Advisory Board Executive Committee meeting. Rachel moved for their approval, and Jenny seconded the motion. The minutes were approved unanimously.

The meeting was adjourned at 1:58 PM.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Adriana Diaz