

**HMIS@NCCEH Advisory Board  
Executive Committee Meeting Minutes  
April 25, 2022**

**Members Present:** Brian Alexander (Chair), Rachel Waltz (Vice-Chair), Lloyd Schmeidler (Secretary), Ashley VonHatten, Andrea Carey, Kat Weis

**Members Absent:** Hanaleah Hoberman

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

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

**Minutes:** Lloyd presented the minutes of the February 28, 2022, HMIS@NCCEH Advisory Board Executive Committee meeting. Rachel 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 eight months of the 2021- 2022 contract year (July 1, 2021-February 28, 2022). Looking at the report for the 2021-22 FY, the HMIS@NCCEH budget is at about 83 percent of the total budgeted amount for this point of the year. Matt noted that this is still comfortably below the budgeted amount and has increased by 2 percent since February. The projected personnel costs are at 68% of the total budgeted amount.

Looking at cost sharing between the three CoCs, Matt noted it is likely that each CoC will be billed less than what was projected based on the current budget. Once actuals come in, likely around August, Matt will send out invoices to both the Durham and Orange County CoCs.

**2022-2023 Draft Budget Review:** Matt presented the draft budget for FY 2022. The proposed budget reflects having two new Data Center employees for the entire FY, as well as a modest increase in the HMIS contractors/consulting line. Data Center personnel is budgeted for \$817,000. HMIS@NCCEH will likely continue contracting with ICA; that agreement is up for renewal later this year. Matt added that NCCEH's new office location in Raleigh reflects the facility costs in the draft budget.

Rachel asked if the Data Center anticipated any changes with personnel or budgeting involving ICA. Andrea responded that since the Data Center did an analysis using a HUD staffing tool for HMIS, they found they needed 6 full-time staff people and that she does not anticipate changes. Andrea noted that staffing issues have not been on the system administration side and there may be a shift in roles when the new Data Center employees join.

Lloyd moved for the approval of the FY2022-2023 HMIS@NCCEH budget. Rachel seconded the motion. The FY2022-23 HMIS@NCCEH budget was approved unanimously.

**HMIS@NCCEH Data Center Hiring Updates:** The Data Center hired Tim Bender for the new Data Analyst role. An offer has been made and accepted, and he will begin work on May 9.

**HUD TA Update:** Brian provided an update on the HMIS@NCCEH implementation's work with HUD TA. The consultants assigned by HUD have been meeting with a subcommittee of the HMIS@NCCEH Advisory Board Executive Committee to discuss what a process for CoCs interested in joining HMIS@NCCEH would look like.

The consultants were unable to find any documentation of other HMIS implementations using an application for interested CoCs. The consultants have been reviewing HMIS@NCCEH

governance documents and provided comments for updates that should be made. They also recommended creating an internal checklist of standards for CoCs wanting to join HMIS@NCCEH and an external checklist for interested CoCs to review. Brian is drafting those checklists before the next meeting with the consultants on May 9 so that they can review them. The intention is to bring a full process to evaluate interested CoCs to the HMIS@NCCEH Advisory Board.

**Advisory Board Officers for 2022-2023:** Brian led a discussion about Advisory Board Officer positions for FY 2022. Brian and Lloyd have served three consecutive one-year terms as Chair and Secretary, respectively, and, per the HMIS@NCCEH Advisory Board Governance Charter, may not be reelected to a fourth year in the same office. Rachel is in her first year as the Board's Vice-Chair. Rachel suggested that Hanaleah could become the chair for 2022-2023 and Brian expressed willingness to serve as the Board's Secretary. Lloyd agreed to discuss options for either Hanaleah or Lloyd to serve as Board Chair with Hanaleah when she returns to work on May 9<sup>th</sup>.

**Advisory Board Agenda for May 23, 2022, meeting:** Brian outlined the following agenda items for the upcoming Advisory Board meeting:

1. Welcome
2. Minutes
3. HMIS@NCCEH updates
4. HUD TA updates
5. Membership: Officers 2022-23
6. COVID vaccination update
7. 2021-2022 goals updates
8. 2022-2023 goals

In-person meeting options may be arranged if Advisory Board members are interested in meeting in person.

The meeting adjourned at 1:53 PM.

Respectfully submitted,

Lloyd Schmeidler, Secretary with staff support from Adriana Diaz