

**HMIS@NCCEH Advisory Board  
Executive Committee Meeting Minutes  
October 30, 2023**

**Members Present:** Rachel Waltz (Vice-Chair), Brian Alexander (Secretary), Andrea Carey, Colin Davis, Jenny Simmons, Kat Weis

**Also Present:** Dr. Latonya Agard (NCCEH Interim Executive Director)

Rachel called the virtual meeting to order at 1:01 PM

**Minutes:** Rachel presented the minutes of the August 28, 2023, HMIS@NCCEH Advisory Board Executive Committee meeting. Brian moved for their approval, and Colin seconded the motion. The minutes were approved unanimously.

**2022-2023 Financial Statements Review:** Dr Latonya announced that the financial report will not be reviewed today. Rachel tabled the conversation until the next EC meeting.

**2023-2024 Strategic Goals on Strategic Planning on Finances:**

1. Options for the process of cost sharing changes presented by Rachel in Lloyd's stead. Rachel reviewed the document prepared by Lloyd.
  - a. Timeline
    - i. What would a phased approach be: Brian suggests maybe the first year 50% of any additional costs, then 75%, then 100% over three fiscal years. Rachel suggested we don't increase costs by more than 40%. Is that too high? Brian suggested not more than 33% in the first year, no more than 66% in the second year, then 100%.
    - ii. Colin – Durham needs a not to exceed number by October 1<sup>st</sup> for the following fiscal year. Rachel needs budget requests by January for Orange County. Rachel added a budget schedule section in the CSA Options document to be completed later.
  - b. What is equitable distribution guided by?
    - i. Brian provided some context from the NC Balance of State CoC perspective: we haven't looked at the cost distribution very closely since implementation launch and even since the MCAH and CHIN implementations. BoS stakeholders suggested a review would be helpful. There has been a lot of change in the system since then and the HIC does not include significant portions of the coordinated entry system.
    - ii. Colin suggested Projects as the main component vs Clients. Perhaps how to apply the CoC HMIS grant before cost distribution. Stability between years would be prioritized as a guiding principle. So, Helpdesk tickets would not be the ideal tool to evaluate due to impermanence of requests. Jenny also brought up the differences between administrative costs that support all the CoCs versus direct training.
    - iii. Discussion continued with the most important components, the frequency of evaluations, and the importance of stability.
  - c. How would we change and when would changes apply?

- i. Consensus around at least three-year cost-sharing analysis. Requires revision to the HMIS Advisory Board Governance Charter. Full Advisory Board approval needed on cost-sharing changes.
- ii. Consensus around focusing the changes to CSA on the Data Center costs versus WellSky + Data Center.
- iii. Consensus around removing the option to use Active Clients total. Providers are the main beneficiaries of Data Center services, not clients.

2. Cost Sharing Agreement presented by Lloyd

**Advisory Board Agenda for November 27, 2023, meeting:** The Executive Committee set the following agenda items for the upcoming HMIS Advisory Board meeting:

- 1. Welcome
- 2. Minutes
  - a. September 2023 minutes
- 3. Update on FY23-24 Annual Strategic Goals
- 4. Data Center Updates

**Data Center Updates:**

BoS: 239/251 licenses used

Durham: 67/90 licenses used

Orange: 25/28 licenses used

56 people in training for new user licenses; 20 pending removal this week

The Data Center concluded the Annual Privacy Training and Data Standards Updates training from September 1-30th. 261 Active users passed; 22 identified as not needing; 65 pending deletion if requirements are not completed by Oct 31st.

Data Standard Updates were implemented October 1st. 30 Assessments in HMIS and on Paper were updated, State ESG copies made and sent to grantees. 231 projects have been reviewed and updated for back-end Project Descriptor Data Elements (509 needed for November reporting).

Reporting: APR & CAPER in HMIS will not be updated until December 8<sup>th</sup>. CE APR and PATH reports scheduled by vendor to be released in mid-December. Vendor WellSky is prioritizing Longitudinal System Analysis over funding specific reports for November. BusinessObjects reports still need to be remapped. The A020 has been particularly difficult and delayed progress elsewhere.

For LSA, NCCEH has entered a short-term contract with WellSky to provide support while Andrea is out on vacation in November. This will allow our team technical points of contact for deciphering flags throughout the 3-month process, in addition to the Abt liaisons.

**For the Good of the Order:**

**Reschedule December EC meeting**

January 8<sup>th</sup> at 1 PM. Andrea moved, Colin seconded. Unanimous vote.

Respectfully submitted,

Brian Alexander, Secretary with staff support from Andrea Carey