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| HHC Advisory Board Meeting Minutes  |
| Date  | September 12, 2023  |
| Time  | 2:32 pm  |
| Meeting called to order by  | Joe King  |

## In attendance

Joe King, Sarah Schutt, Sherrain Clark, Megan Stuart, Miranda Spencer, Liz Vuillemot, Allison Brooks, Martin Skahen, Danielle Johnson, Heidi Benson, Kristian Peterson, Rex Beverage, Mary Rathbun, Amber Vander Ploeg, Monica Brown, Martha Ehlert, Steph Pasquale, Nan Eaton, Hunter Kusak, La’Shonda Hamilton, Sue McMahon, Renee Jensen, Diana Jakimoski, Beata Karpinska, Diane Cooper-Currier, Alex Lawson,

## Approval of minutes

Joe King asked for any edits to the previous meeting minutes. Mary Rathbun motioned to approve the previous meeting minutes. Renee Jensen seconded. The previous meeting minutes were approved unanimously.

## NOFO Priority listing vote

Megan shared the rating and ranking spreadsheet created by the HHC. Each application type has a differing rubric that is reviewed and scored by the Performance Evaluation and Selection Committee. Those scores are averaged and then ranked.

Joe asked for a motion to approve: Stephanie Pasquale motioned to approve the ranking and rating as proposed by the Performance Evaluation and Selection Committee. Rex Beverage seconded. Ranking and rating was approved unanimously.

The HHC staff will be releasing the first draft of the consolidated application soon. If any of the board members are interested in reviewing and editing, please let the HHC staff know.

## Planning grant budget

Megan shared an update about the planning grant to update those who attended the August 4th strategic planning session. The budget used to be 3% and has now been increased to 5%. There will be two additional staff added with the new funding. There were increases in United Way of Central New York support staff for the HHC staff.

## HMIS Agency and Data Quality plan

Sarah Schutt shared the proposed updates to the HMIS Governance, Policies and Procedures. Updates are required to be reviewed and updated annually. The new name is the HMIS Data Quality, Integrity and Performance Plan. There has been an added outline for what licenses are paid for through the HMIS grant. There have been updates on the Personally Identifying Information Violation policies. Martha Ehlert motioned to approve the new updates. Diana Jakimoski seconded. The updates were approved.

# Data report outs for board

There was a discussion about what data report outs the board would like to see quarterly or each meeting. The HHC staff was thinking shelter counts. The shelter and street outreach numbers by county would be helpful along with the trends from each quarter.

# HHC engagement

The HHC Staff have been trying to figure out the best way to engage with service providers. We would like to make sure the committees and workgroup are more effective. There will be a survey released. The staff has been wanting to re-introduce an Onondaga County-specific meetings bimonthly. The staff is open to any feedback for better engagement.

## Adjournment

Kristian Peterson motioned to adjourn the meeting; Sue McMahon seconded the motion. The meeting was adjourned at 3:59 pm. The next meeting will be held on November 14th @ 2:30 pm.