MDHI Board Meeting Minutes
April 13, 2017

Board members attending: Leanne D. Wheeler, Melanie Lewis Dickerson, Artie Lehl, Maryjane Carr, Brian Smith, Bennie Milliner, Claire Clurman, Shehila-Rae Stephens, Patricia Hall, Andrew Alsip, Shelley McKittrick, Brenton Hutson
Board members attending via phone: Lu Horner, Daphne McCabe
MDHI staff/etc: Will Connelly, Rebecca Mayer, Joe Baker, Justin Russell, Ian Fletcher, Diane Howald, Gary Sanford, Jared Kebbell
Guests attending: None

Executive Session: 2-2:45pm (no minutes)

Welcome and Overview of Consent Agenda:
Will Connelly welcomed and introduced Oanh Vo, hired in February as the Data System Support Specialist and Jared Kebbell, the newest AmeriCorps*VISTA member.

Questions or comments about the minutes were entertained. Bennie Milliner asked about Ian's work on the data dashboard with Joe Baker's formatting. Joe shared additional information about the data dashboard - further program details and data points will be included by June/July 2017.

Leanne Wheeler entertained a motion to approve the consent agenda. Bennie Milliner moved to approve the consent agenda, Brenton Hutson seconded. Andrew Alsip abstained from the vote. The vote carried with no objections.

HMIS Update and Discussion:
Gary Sanford began his presentation on the HMIS transition efforts for the state of Colorado. Gary walked through the fact sheets, timeline, and projected costs. He described the priority features for the vendor review during the RFP process and that the work from the IBM smarter cities & IBM SC diagram would help to inform the needs for an HMIS vendor to serve the needs of the community. Gary then walked through the vendor transition timeline and reported that the project is on track to meet all upcoming deadlines – though the deadlines are non-binding and not public information. By June 30th, the HMIS committee should have a vendor recommendation for all three Colorado CoC boards.

Shelley McKittrick shared that she had recently met with a data migration firm. Gary responded that additional contractors may be needed for migration, budget permitting.

Melanie Lewis Dickerson asked whether any RFPs have been submitted. Gary reported that one RFP question has been submitted.

Pat Hall asked about the size of the SOW/RFP documents. Each proposal will likely be at least 50-100 pages.

Leanne shared that there are many possible vendors and vendor solutions for HMIS products; both out of the box solutions and custom solutions could be considered. Leanne shared that the vendor selection process should be rigorous and that the due diligence rests with the board.

Gary walked through the RFP evaluation process and the need for both community references and demonstrations for users/admins.

Shehila Rae Stephens asked about the process for data sharing and agreements – whether the agencies in the community will need to weigh in on the sharing practices. Gary responded that the vendor solutions are mostly set up to share but the policies and procedures in the community will still need to be created.

Melanie asked if community reference checks are local or national in scope. Gary stated the current users across vendor solutions will be highly valued in this transition process. Melanie stated that coordinated entry modules for some systems may vary from community to community. Implementation may play a part in the consistency of a service.

Gary announced that a webinar is scheduled regarding the development of a consistent governance model for the statewide model. ICF International will be hosting this webinar to coordinate and create consensus across all three CoC boards. This webinar will help in the process to gain state funding by CO – consistent governance of HMIS would help with the statewide effort to manage HMIS. Gary walked through the various lead agency and governance model for managing statewide HMIS systems for user training and support. Leanne shared that the board will attend the ICF webinars to help with the decision process around the governance model for the RFP process.

Gary walked through the HMIS budget and revenue for each of the CoCs allocated to their HMIS systems via HUD, local, other funding sources. The provided budget projections are relatively conservative and the up-front costs could vary wildly.

Leanne discussed the budget line items for the new staff costs to meet the current identified unmet need from a lead agency/governance perspective.

Gary shared that El Paso receives about 50% of the HMIS funding awarded to Metro Denver but has many fewer users. This excess funding might be able to pool towards a statewide governance and user management/training.

Gary shared that tax revenue from the state of CO might have a pool of revenue to assist with the onboarding and management of the HMIS transition. Looking at recaptured funds as a possible resource to help with the vendor transition. Gary asked whether any unspent ESG dollars could be reallocated for the HMIS transition. Suggested that local governments and department of human services could chip in for this vendor transition. Daphne McCabe noted that the integration with the Boulder data warehouse could be a key component in the statewide system.

Maryjane asked whether a voluntary (1%) contribution from the CoC funded agencies could help with this transition. Gary said that a diversification of funding would be more secure given the current climate in Washington and federal budget proposals.

Leanne Wheeler emphasized the need to build a strong business case for public/private partnerships and additional funding sources.

Melanie Lewis Dickerson asked whether we would need $1.8M for the transition – Gary responded that 700k is the current unmet need. Melanie asked whether additional features and needs for coordinated entry and domestic violence shelters will be reviewed separately.

Daphne McCabe stated that the Watson team through IBM has been assisting for free with the Boulder data warehouse.

Claire Clurman asked about the agenda for next week's IBM SC meeting. Gary responded that the committee is a good point towards advocacy for the needs of the transition.

ESG Administration Proposal:
Will Connelly introduced a proposal to the board for shifting the administration of ESG to MDHI given the increased capacity of MDHI. CCH would continue to administer throughout the 2017 year and MDHI would take on this responsibility starting January 1st.

Pat Hall asked whether this is other HUD funding. Will responded that this funding originates from HUD and is used in a myriad of ways. MDHI is proposing to only administer a portion of the ESG funding for the Metro Denver region for prevention and rapid rehousing.

Shehila Stephens asked about the advantages of MDHI administering ESG funding. Will responded that the decision regarding who manages ESG is up to DOLA, and we will respond to their RFP and indicate that we would like to fund ESG directly to better align ESG with CoC funding and to create efficiencies. Ian Fletcher shared that the HUD requirements for Coordinated Entry will require ESG dollars must be part of the system.

Pat Hall asked what work is needed to administer these dollars. Will responded that work with partners would help determine the best practices for a standard administration of ESG funding in the region. Rebecca Mayer noted that meetings had been held recently with the local ESG entitlement communities, Denver and Aurora, and those partners had indicated a willingness to support regional ESG efforts.

Meeting Adjourned - Next meeting: Thursday, May 11, 2017