

## Data Advisory Committee

02/20/2024

**Present:** Thurston Alexander-Smith, Alexis Hampton (visiting applicant), Elizabeth Lockley (visiting), Frank Baldiga, Arlene Smith, Kristin Morris, Kathy Johnson, Peter Morris, Will Hartye, Vanessa Kopp

There is a shared folder for DAC: [DAC Shared Folder](#)

### Quick Updates

- **LSA Final Submission – at next meeting**
- **SPM Update – at next meeting**
- **BNL Update –** Frank provided that the list can be utilized; there are some minor adjustments still to be made. Frank will share the list with those DAC members who are interested. Thurston will arrange a meeting and send out a link.
- **Adding 2023 System wide Data to COC website –** Vanessa is interested in working with Frank on this. Peter shared that Regina (BitFocus) is a resource. The group will provide an update on publishing data at the next meeting.
- **New committee applicant – Vote at the end of the meeting –** Alexis Hampton
- **Consider extending DAC meeting? -** Proposed extension of 30 minutes for the meeting. The committee will vote on the proposed extension at the next meeting.

### PIT/HIC

- Elizabeth is awaiting access to the mobile app for unsheltered count.
- It was shared that the PIT survey was updated with the DAC recommendations.

### HMIS Lead RFP

- Applications have been received from BitFocus and ICA.
- A sample scorecard used by Murfreesboro CoC is in the [February Meeting shared folder](#). It is title HMIS Lead Rubric. It was recommended to use the RFP to create score card.
- Thruston requested support from the governance board regarding a call for scoring committee members.

### Timeline and RFP tasks

- Thruston will follow-up with CoC about including the request for scoring committee members. Peter has volunteered to chair the scoring committee if there is no objection or conflict.

- There is a suggestion for the committee to have an odd number of members to ensure a tie is not possibility and the chair would not need to be the tiebreaker, if the chair is Peter.

### **HMIS related documents**

- Spanish language documentation needed.
  - BitFocus provided documents from another area – “Santa Clara County” is mentioned by name throughout the documents. All references be changed to reflect our area contact information. The County may be able to assist as well.
  - An update will be provided at the next meeting.

### **Data left to Migrate from Community Services**

- SoW form BitFocus is in the [February Meeting shared folder](#). It is titled Wake Custom Migration Quote Decisions. The word document was shared on-screen with the committee.
- Peter provided additional context on the SoW summary. Some options will require additional work and costs outside of BitFocus to complete the work.
- Rough estimate costs of services from Elizabeth for the middle column on the SOW to allow the committee to review before next meeting.
- The DAC will make a recommendation regarding certain elements such as case notes and confer with the COC.
- A DAC vote will be conducted at the March meeting.

### **Follow-up: Governor’s Working Group for Vet Homelessness call for data**

- Request is for LSA data for FY2023.
- It will be sent for electronic vote.

### **Vote for new member**

- It will be sent for electronic vote to approve Alexis Hampton as a DAC member.