## Mar 27, 2025 | [CT Data Strategy Board Meeting](https://www.google.com/calendar/event?eid=MjA2ZzZqNDRvdWgyMTFnMDNjZDRhaXUxcjVfMjAyNTAzMjdUMTUwMDAwWiBsYXVyZW5AdGhlaG91c2luZ2NvbGxlY3RpdmUub3Jn)

Attendees: [Haley Gross de Jimenez](mailto:hgrossdejimenez@cceh.org) [DiLella, Steve](mailto:steve.dilella@ct.gov) [Lauren Sheehan](mailto:lauren@thehousingcollective.org) [Jim Bombaci](mailto:jim@nutmegit.com) [Anderson, Beau](mailto:beau.anderson@ct.gov) [Tina Cormier](mailto:tina@nutmegit.com) [Meredith Clay](mailto:mclay@newreach.org) [Machado, Mollie](mailto:mollie.machado@ct.gov) [Amanda Gordon](mailto:agordon@mercyhousingct.org) [~~Sarah Fox~~](mailto:sfox@cceh.org)

Attached files: [CT Data Strategy Board Notes](https://drive.google.com/open?id=1yZzJL_wC4gIh-IMZg5FiK2vnZlvMq15g2d8BBFoGdKw)

Notes

* Ops/Admin:
  + Review and approval of February's Meeting Minutes
    - Motion to approve: Meredith, Steve seconded, Amanda abstained, all in favor.
  + Financials Review
    - Haley provided BvA financial statements as of 01/31/2025
    - ODFC contract amount needs to be updated, and CT DMHAS/HC need to provide Haley clarity re: state vs. federal funding for additional gap funding > should be federal from both sources but LZS will confirm
    - Projected to have enough resources to cover projected total expenditures
    - Each federal funding source needs to have income and expenses tied out separately
    - Haley/CCEH to report out on BvA for period ending 06/30/2025 and then this responsibility will transition to ACT on a quarterly basis moving forward
* Updates/Standing Meeting Items:
  + RFP Results
    - ACT was awarded CT HMIS contract effective 07/01/2025
    - ACT has Nutmeg as primary subcontractor, so minimal changes / continuity are expected from an operational perspective
    - Question re: outreach to LOI submissions that did not submit an application > no outreach was done to the four remaining potential applicants re: why they opted not to apply
    - Discussion re: CT HMIS vendor will be future conversation
    - CCEH leadership has outreached ACT re: transition planning
      * Question re: archiving/transitioning current CT HMIS lead records
      * Engage John at next CT DSB meeting re: his plan for stakeholder engagement, transition planning, etc.
      * Haley will also connect with Mary for best practice recommendations
      * CT DSB will be responsible for leading vendor RFP timing and process; will need to lean on technical knowledge of Nutmeg and engage Billy/Dan at CT DOH in process
  + Enhancement Requests
    - Tina sent out an update via email - update the estimate and actual hours as of 3/26/25.
    - Item Priority 1 is still being discussed to determine the specs and what it will ultimately look like.
    - Priority 2 are almost done
    - Priority 3 - slight snag - issue with form, needs fixing before the report can be created
    - 125 paid hours remaining as of date of meeting (03/27/25) > Nutmeg needs guidance re: moving forward with enhancement requests that are on hold as of right now
      * All remaining enhancement requests were approved
      * Nutmeg will contact requester with update
* Strategic Discussions:
  + CCEH ATI / DSB Presentation
    - Decision tree for people to understand how the workflow works
    - Goals and priorities of the DSB
    - Communication points and goals (CoCs, Statewide CAN Leadership)
  + Guidance re: federal uncertainty
    - Include in presentation at CT CAN Leadership meeting and/or ATI
    - Discussion re: AG and some specific data collected from clients
    - Guidance is needed: Document upload, fields collected, etc.
      * Form subgroup
  + DSB Priority Doc review > deferred. May need to be updated to reflect current context

Action items

* Engage John at next CT DSB meeting re: his plan for stakeholder engagement, transition planning, etc.
* Haley will also connect with Mary for best practice recommendations
* Schedule an ad hoc meeting re: ATI presentation (cochairs, Beau, Haley, engage John) > Haley will coordinate
* Form subgroup to discuss and develop guidance for field > Beau will coordinate
* Lauren to connect with Amanda re: slots to ensure recruitment is ready to go