Aug 28, 2025

10:30am-12:00pm

CT Data Strategy Board Minutes

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| Attendance:   |  |  |  |  | | --- | --- | --- | --- | | Alice Minervino | Present Absent | Maria Satterwhite-Porpora | Present Absent | | Amanda Gordon | Present Absent | Meredith Clay | Present Absent | | Beau Anderson | Present Absent | Mollie Machado | Present Absent | | Haley Gross de Jimenez | Present Absent | Nadine Malone | Present Absent | | Jackie Gardner | Present Absent | Stephanie Lazarus | Present Absent | | Jim Bombaci | Present Absent | Steve Dilella | Present Absent | | John Lawlor | Present Absent | Suzanne Wagner | Present Absent | | John Merz | Present Absent | Tina Cormier | Present Absent | | Lauren Sheehan | Present Absent |  |  | |
| Review & Acceptance of July Minutes   * Molly Motioned to approve * Beau Seconded * Motion passed |
| Strategic Discussion   * First Priority of the [DSB Priorities](https://docs.google.com/document/d/1VNJEiHh8J-C-mLqpTUElv-ZLY1gYs5W6vTVZ-0AoGeE/edit?usp=sharing)   Board reviewed the Priorities document & decided that the focus of the retreat will be Priorities 1 and 2. These priorities will inform the retreat agenda |
| Ops/Admin   * Financials/Contract Updates   ACT reported that there are no executed contracts/payments received yet. DSB requested quarterly review of financials with greater detail. |
| Updates on DOH Discussions   * RFP for HMIS Software Vendor   Reviewed the timeline for issuing RFP. ACT creating a draft with the inclusion of customization information from Nutmeg. |
| Subcommittees Needed   * Cold Weather Data Collection   Convening a subcommittee to review DOH data collection needs related to Cold Weather shelters and best approach to collecting the data.   * Document Updates   Documents that need to be updated: Policies & Procedures, Privacy Policy, Release of Information, Data Quality Management Plan. Subcommittee members from DSB include Meredith, Stephanie, Maria, and Jackie. Jackie reaching out to previous HMIS Steering Committee Members & Applicants to DSB for inclusion on subcommittee.   * Roles & Responsibilities of Data Strategy Board, ACT, and Nutmeg document in progress and will be sent to DSB & Nutmeg for review |
| Data Strategy Board Retreat  Group decided: 9th of October: 10am-3pm at Nutmeg’s office 35 Philmack Drive in Middletown  *Nutmeg Office - 35 Philmack Drive, Middletown.  Side entrance; second floor, take a left and we are at the end of the hall - my cell if you get lost - 203-417-5151* |
| System Enhancements   * Ongoing maintenance costs of previously funded projects: $8777 * For future enhancement requests-informing those requesting of annual ongoing maintenance costs associated with the enhancements   ACT requested funding from ODFC or ongoing maintenance cost for $8777 of enhancements previously requested and additional storage space $420 per year.  Until we have budgets vs actuals, we cannot make informed decisions. Will review in DSB Retreat session for future unexpected costs. |
| Communications to CoCs/CANs/Providers   * Data Strategy Board Retreat on 10/9 for a working session on DSB Priorities 1 and 2: Standardized KPIs & Measurement Methodology & Reporting & Data Visualization Strategy * We will be preparing an RFP for a new Software Vendor. Timeline for HMIS Software RFP should be shared as well. * Subcommittees will be working on Cold Weather Shelter Data Collection, Document Updates related to HMIS (P&P, Data Quality Management Plan, Release of Information, Privacy Policy) (If members are finalized, we can report out who will be on the subcommittees) * System Enhancement requests are still on hold. Future requests may include ongoing annual costs to those who request the enhancements. |