Aug 28, 2025

10:30am-12:00pm

CT Data Strategy Board Minutes

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| Attendance:

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| Alice Minervino | [ ] Present [x] Absent | Maria Satterwhite-Porpora | [x] Present [ ] Absent |
| Amanda Gordon | [ ] Present [x] Absent | Meredith Clay | [x] Present [ ] Absent |
| Beau Anderson | [x] Present [ ] Absent | Mollie Machado | [x] Present [ ] Absent |
| Haley Gross de Jimenez | [x] Present [ ] Absent | Nadine Malone | [x] Present [ ] Absent |
| Jackie Gardner | [x] Present [ ] Absent | Stephanie Lazarus | [x] Present [ ] Absent |
| Jim Bombaci | [x] Present [ ] Absent | Steve Dilella | [ ] Present [x] Absent |
| John Lawlor | [ ] Present [x] Absent | Suzanne Wagner | [ ] Present [x] Absent |
| John Merz | [x] Present [ ] Absent | Tina Cormier | [ ] Present [x] Absent |
| Lauren Sheehan | [x] Present [ ] Absent |  |  |

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| Review & Acceptance of July Minutes* Molly Motioned to approve
* Beau Seconded
* Motion passed
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| 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
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| Data Strategy Board RetreatGroup 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.
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