



A program of the North Carolina Housing Coalition

CAROLINA HOMELESS INFORMATION NETWORK

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CHIN Governance Committee Meeting Minutes

September 4 2014 10am-4pm, in person meeting

START	2:00 Welcome & Call to Order	
ONE	Agenda Item: Introductions & Attendance	Agenda Item Completed: <input checked="" type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 10 min
	Background Information: This meeting is for CHIN Governance Cmte Members and their alternates.	
<i>See attendance doc</i>		
TWO	Agenda Item: Approval of Minutes	Agenda Item Completed: <input checked="" type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 5 min
	Goal: <input type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>CHIN staff prepared minutes from prior meeting but Heather did not get a chance to send them out to the group – they will be approved at the next meeting.</i>		
THREE	Agenda Item: Extension of Contract with NCHC	Agenda Item Completed: <input checked="" type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 15 min
	Goal: <input type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: At the August GC meeting, the Governance Committee asked the NC Housing Coalition to extend their contract until April 30. NCHC will report on their board's decision.	
<i>Satana is sick and sent regrets; she emailed Heather the report. The NCHC board approved extending the contract through April 30th with the caveat that the contracts be renegotiated to deal with liability issues for NCHC if all staff/critical staff were to leave before April 30.</i>		
ACTION ITEM: Budget sub-committee to work with NCHC staff on contract for January-April.		
FOUR	Agenda Item: Cloudburst Rapid Re-Housing Study	Agenda Item Completed: <input checked="" type="checkbox"/>
	Presenter: Jamie Taylor (Cloudburst)	Estimated Time: 30 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: Jamie will share information about an opportunity for a few NC CoCs to participate in rapid re-housing study.	
<i>Hoping that NC could enroll 300 people across the state (in 3 sites) within 4 months in this study. Participants would be divided into 3 groups and each group would receive a different type of housing intervention. Participating communities would have to be using VI-SPDAT and some program rules may have to be adjusted to participate in the study. The study would rely heavily on HMIS data and the participating communities would receive \$72,000 (for all communities, over 3 yrs) to cover some of the costs (like HMIS data pulls), but not for rapid rehousing assistance. Ideally project would start January 1, but timeline is not set. Jamie asked that we do not distribute the study protocols because they're still in a competitive process to obtain funding for the study.</i>		

ACTION ITEM: Communities that would like to participate need to let Heather know by Sept 15. Heather will then communicate with Jamie.

FIVE	Agenda Item: Data Subcommittee Report	Agenda Item Completed: <input checked="" type="checkbox"/>
	Presenter: Lloyd Schmeidler	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Background Information: The data subcommittee will report on recent meetings regarding implementing the new data standards and other regular business.		
<ol style="list-style-type: none"> 1. <i>Approved changes to Raw Data report.</i> 2. <i>Approved custom report request from Salvation Army of Greensboro for VI-SPDAT report – the report will be generic enough that it will be useful to all communities using the VI-SPDAT.</i> 3. <i>Expecting a custom report request at next meeting from Charlotte/Mecklenburg.</i> 4. <i>All CHIN users will be required to complete training for HMIS data standards later this month. If users don't complete it and successfully pass a test, their user accounts will be turned off by October 8th. Ask that Executive Directors also attend training, even if they don't enter data into HMIS. NCCEH is partnering with NCHC and will be conducting the trainings.</i> 5. <i>Briefly reviewed preparations for AHAR.</i> 6. <i>CHIN staff submitted a draft Data Quality Plan - did not get to discuss this at meeting – will be on the agenda for next month's subcommittee meeting.</i> <p>ACTION ITEM: CHIN staff will send out announcement by the end of this week to all CHIN users notifying them that:</p> <ol style="list-style-type: none"> 1) HMIS data standards will change in the HMIS on October 1 2) Training webinar/quiz for HMIS standards will be available by Sept 22 3) All users must watch webinar and pass the quiz by midnight, October 8th or their access to the HMIS will be suspended. 4) Once suspended, users' account access will be reinstated within 3 business days after the user watches the webinar and passes the quiz. 		
SIX	Agenda Item: Roles During Transition	Agenda Item Completed: <input checked="" type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 40 min
	Goal: <input type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: We will discuss expectations for NCHC, MCAH, and the Governance Committee during the next year. A process for determining who is making decisions and keeping all parties informed will be set.	
<ol style="list-style-type: none"> 1) <i>MCAH would like to have some Michigan staff in NC for a few months starting in late October / early November to meet with CoCs and to do evaluation work (some of the work could be done remotely before then). The \$40k in transition costs approved in our July-December budget [the budget agenda item was completed first] would be for: \$14k for attending meetings, communications, pre-planning and \$26k for the data analysis.</i> 2) <i>Barb would train local system administrators, timeline depends on what makes sense locally but would be ideal to have that staff in place before May 1.</i> 3) <i>NCCEH invited CoCs that do not think they can hire their own system administrator to talk to them – NCCEH is willing to provide system administration services for those CoCs.</i> 4) <i>A large number of new users will need to be trained in the next couple of months (new ESG grantees) – how do we handle that? CHIN will do those trainings. We have in-person trainings and are working on a training webinar. If CoCs know of new agencies that will need training, please contact Help Desk or send Sonia that information.</i> 5) <i>Discussion on how to provide administrative support for Governance Committee (hosting of documents, timely communications, etc.) – currently being done by CHIN staff and Heather (GC chair). NCCEH volunteered to provide staffing for committee to manage minutes of committee</i> 		

and sub-committees, and other documents and to provide communications for the group during the transition period. Agreed to by group.

ACTION ITEM:

- 1) CoCs that might want to have NCCEH provide HMIS system administration services for their CoC should talk to NCCEH about this and make a decision.
- 2) MCAH to put together a scope of work for the evaluation work and share it with the Governance Committee by September 24. Goal is to have the contract in place by October 15th.

SEVEN	Agenda Item: Budget Subcommittee Report	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 2 hr
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: The Budget Subcommittee met twice in August. A budget and CoC fees for NCHC July-Dec 2014 will be presented for approval. A revised budget for MCAH will also be presented and discussed.	
<ol style="list-style-type: none"> 1) <i>Approved that CoCs that will be using ESG grants for their HMIS fees let NC DHHS know the amount of ESG money that will be put towards HMIS fees and NC DHHS will pay the HMIS lead directly. NC DHHS will process ESG applications and once granted, will contact grantees and ask whether some of the ESG grant should be directed to the HMIS lead. CoCs still need to document their match to NC DHHS.</i> 2) <i>Approved budget proposed by Budget Sub-committee for July-December 2014.</i> 3) ACTION ITEM: CHIN staff to prepare budget for January-April 2015 		
EIGHT	Agenda Item: Planning for New Structure	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 1.5 hr
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: Decisions around hiring System Admin staff and future governance will be discussed. The HMIS Transition Plan document will be used and decision dates with responsible parties will be filled in.	
NINE	Agenda Item: Next Meeting Dates and Times	Agenda Item Completed: <input type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 5 min
	Goal: <input type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information:	
TEN	Agenda Item: Announcements and Reminders	Agenda Item Completed: <input checked="" type="checkbox"/>
	Presenter: Heather Dillashaw	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information:	
END	4:00 Adjournment	
NEXT MEETING: October 13, 10am-4pm in Greensboro. Meetings for the next 6 months will be on 2nd Monday of each month from 10am-4pm in Greensboro.		

Detailed Discussion Notes

Roll Call and Minutes

All CoCs except for GLC represented
No minutes to approve

Extension of contract with NCHC

NCHC Board approved thru April 30, contracts will need to be renegotiated to cover the 4 additional months that work will not be done today.

Sonia – the renegotiation will have to include a clause to cover all staff leaving

Jamie – in practice, if they lose all their staff how will that work, the contractors how will that work

Heather – we will have that conversation with MCAH, now that we have that end date we can have that conversation, MCAH feels like that is doable and would like a 30 day overlap

Data Subcommittee Report

Raw Data Reports additions –added Group ID, relationship to Head of Household, demographic fields, program type, did not approve removing headers

Approved creation of VI-SPDAT report

Charlotte/Mecklenburg Coordinated Assessment custom report request being developed

HUD Data Standards training working with MCAH and NCCEH on training, if users do not pass training by Oct 8 then their account will be turned off. Executive Directors are encouraged to attend as well.

AHAR Plan – review inventory and prorated beds, run AHAR to review current status, developing an AHAR clean up report.

Data Quality plan was tabled for next meeting.

Webinar (90minutes long) will be available by Sept 22 with a quiz. MCAH's training materials will not be available until Sept 15.

Matt – do you know when things will change in the system?

Sonia – no but we want to do it as late as possible – probably Sept 30 or Oct 1.

Cecelia – will the Wilmington 9/12 training cover the new standards?

Sonia – No, the the Sept 23 is the first to include.

DISCUSSION about whether or not to cut off access and how long to give users to watch webinar/pass quiz before losing access ...

Agreed:

User must pass quiz pass by end of the day Oct 8 or accounts will be suspended. Once de-activated, accounts will be reinstated within 3 days of passing. CHIN/NCCEH to develop message and distribute.

Rapid Re-Housing Options Study – Jaime Taylor

...examine the effect of two levels of RRH assistance and its impact on return to homelessness, employment, wellness and self-efficacy...

Use VI-SPDAT

Enrollment to begin at earliest in January but more likely in March

Eligible household randomly assigned to 1 of 3 groups

Group 1: 4 months of rental assistance (plus security and last month's rent)

Group 2: up to 12 month's rent assistance

Group 3: "usual care" for shelter households

Measuring health and wellness, self-efficacy

Denise G– different communities, different situation, how will you control for that

JT – training and best practices to control for that...examples job clubs where people are trained on behavioral economics. Also, some of the things are outside of our framework so we will have to take them into account but we cannot control. The large numbers will even them out to some extent but cannot fully discount

Denise N – have you selected the CoCs in NC

JT – no but we would like at least 300 people within 4 months...but we don't know enough about NC to choose right now

Denise N – what does a site mean to you

JT – in Iowa we are looking at a CoC, we aren't going to be comparing rural and urban, we are aggregating it, we are looking at families and singles, we would need a larger group if we wanted to look at the effect of site types

Denise N – so we'd need to be using the VI-SPDAT, we'd need 3 sites, and there would need to be some program rules that would need to be changed to go along with this

JT – you wouldn't need to be using the VI-SPDAT, you would just need to qualify under it to fit into the study, as for changing programmatic approaches I think they would be improvements so you might want to consider it anyway, along the lines of what does a RRH site visit look like anyway, I think the training would be good, we are not going to require something that would be so specific that it would change something

Heather – 2 sites or 3 sites

JT – we would prefer 2 sites

Andrea – you are looking for 100 households

JT – yes and they would get the particular services by group for 3 months and then the RRH services could continue beyond that

Lloyd - ??

JT – yes, we would be looking at a part-time coordinator...Barb Ritter is the reason why we are looking at NC

Lloyd – would the project be bringing additional RRH funding to NC or would you be relying on existing funding

JT – at least ½ of the funding would be coming from Federal or State funding and then there is a \$10,000 HMIS coordination funding for the cost of 3 pulls, we would be looking to your existing stream of RRH funding

Shana – what is the time-frame

JT – ideally we would start Jan 1 but realistically it might be later

JT – I would assume that the DQ standards would go up at in the new year and there are no additional data collection requirements

Lloyd – at the end of the site would the specific sites be provided the specific results for their sites or just the aggregate

JT – we are going to do interim results, we have to aggregate it to do the reports, we won't be reporting by community on impact because the sample size is too small because it is not statistically significant for outcome measures, but we can share what we are learning

Heather – what do you need from us

JT – if CoCs are interested let Heather know by Sept 15, next level is a letter of commitment

Andrea – so any RRH household would be eligible so SSVF would work

JT – it can't be SSVF but any other source is fine...please do not share the study design model

Matt – if SSVF is out I don't think we can do it

Andrea – If we could find additional funds to enroll them in additional RRH projects

Denise N – if there is interest we would be happy to set a call to discuss

Heather – Winston, Guilford, Mecklenburg, Wake

Denise N – BoS is not interested, too many logistics

Heather – I think it is a great opportunity so I don't want to pass it up.

Andrea – if she is open to SSVF, then we might be interested.

Budget

Heather - GLC still no plan for paying going forward, may or may not pay balance this year, we should enforce the non-payment policy

Denise – we gave GLC a subsidy to bring them up to what we thought they could pay considering ESG funding, we gave other CoCs a subsidy to bring them up to what we thought they could pay, Amy and I talked about there being a request from GLC to the ESG office to pay CHIN

Martha – please talk with me if you have questions

Matt – so is that money just not drawn down

Heather – so I'd like us to use the non-payment policy when we need it

Denise N – I'm happy to be in a conversation with them and maybe we didn't understand about their ESG money, we have that policy and it wasn't enforced, maybe we should schedule a call with the Executive Committee

Shana – how do people get on the Executive Com

It is the Chair, Vice Chair, State, NCCEH, NCHC, and CHIN staff

Matt – does the bill go to Steve Crane or an organization

Sonia – it is up to the CoC, he asked us to send it to him and then he asked each agency to pay towards that bill

Matt – but that money was written into a grant application, right?

DISCUSSION ABOUT HOW ESG FUNDING FOR HMIS IS HANDLED

Denise – I'm proposing that just build it in the ESG and file a requisition.

Martha – just make sure you document your match

Heather – ESG HMIS Fees can be for your CHIN bill or housing stabilization

Denise – so what you (Martha) need is a letter saying that X amount is what needs to go to CHIN

DISCUSSION

HMIS FEES THRU END OF JUNE

CHIN did not spend as much as expected

BUDGET PROJECTED JULY 14 THUR DEC 14

Sonia – Budget for July-Dec based on actual expenses for Jan-June plus adjustments for known changes:

- Staff reduced by 1 because Daniel left,
- HMIS software and services includes BSI bill for Jul-Dec (already paid) plus an estimate for a script we will run in the fall. Although we have something like 125 unused end-user licenses and 50 unused volunteer licenses, we are estimating that we will only be buying 50 more licenses in the rest of 2014.
- Contractors line item is higher in part because we are supplementing staff that left
- Office supplies includes telephones
- Transition expenses line item has not been allocated except for approximately \$14k that has been preliminarily allocated to a subcontract with MCAH for their preliminary evaluation of the database.

Heather – will you talk about the subcontract with MCAH

Sonia – We talked about it at the last Governance Committee meeting. MCAH noted that they needed to do some upfront work on evaluation of the database, understanding the workflow we use, etc. After the last Governance Committee meeting we began to work with them on moving this forward (data sharing agreements, etc.). MCAH gave us an estimate for this preliminary work of roughly \$14k.

Heather – We also learned from HUD that this work can be charged to HMIS grants, right?

Sonia – Yes.

Shana – I know that we had asked for line item expenditure details from MCAH. It would be helpful to know how some of the numbers would be put together...like expenditure over x number of months

Denise – I think you are asking for smaller categories.

Jaime – MCAH will be so different, what would be helpful would be to get their info

Shana – I think we should tell MCAH what we want. I would like to see detail.

Heather – we do need to approve this budget

Lloyd – we need to see a budget through April, how are the transition costs going to impact the system as a whole

Matt – the transition costs are built into this budget aren't they?

Sonia – This budget includes approximately \$40,000 for transition expenses, but I'm not saying the \$40,000 covers all of the transition. Also, there is \$40,000 available for transition expenses, assuming all CoCs pay their fees – if not, that amount would have to be reduced.

Denise – so I'm hearing you say you streamlined your budget. I think MCAH was going to get us a new budget.

Denise G – I thought we were going to have a transition budget and then a full budget.

Heather – yes

Sonia – One other thing, we will put out a new cost structure document, additional licenses will cost less – we will only charge the amount that we pay to Bowman for the license. Previously, additional licenses were \$1170 each because that fee included the cost of CHIN staff to support that user. Since we are not planning to increase staffing levels, we do not need to account for that.

Heather – so we either just approve this as is or ask them to create a 10month budget

Matt MOTION to approve the 6 month budget with the understanding that a 10month budget is need for next time

Andrea SECOND UNANIMOUS approval

MCAH joins

Denise N – Just want to make sure everyone saw the amount due on the back of one of the budget sheets

DISCUSSION ABOUT TRI-HIC BALANCE DETAILS

DISCUSSION ABOUT BUDGET DIFFERENCES

NCCEH has posted a System Admin position on their website

Roles During Transition

Heather – would like to know more about the contract between CHIN and MCAH

Eric – currently we are working on a couple of MOUs that spell out some activities and spelling out dollars, want to look at the budget that you are looking at the July 14-Dec 14 the \$40,150 represents a couple of specific things 1 of those is our general transition planning \$14,000 for attending meetings, communications, pre-planning \$26,150 for the data analysis

Gerry – a couple of things we really want to do \$14,080, the 2nd thing would be the actual evaluation phase that would include some actual staff on the ground myself and Barb or other key staff to meet with CoCs and agencies where we will be able to get administrative access to begin looking at the data structure of the system (around Oct 1), resulting in some recommendations and timelines with changes and directions that would be a couple of months process, the continuation of the Housing Coalition would give us the flexibility to do this, we would then move into the implementation

Eric – now that we have a definitive date we can plan more, work with the current staff, and see what we can do to assist with gaps, don't know if we will be in a position or not, we just need to see what is possible, and try to define it as quickly as possible

Heather – if we move to a contract with an on the ground assessment how soon will you be able to do that

Eric – as far as our staff doing the assessment or being there in NC and meeting with the people?

Heather – both

Eric – we'd have to look at our staff and who is available in the next couple of months

Gerry – right now, looking at our staff schedule very late Oct into Nov would be the ideal time

Lloyd – so can the contract be developed between NCHC and MCAH or does it need to be between MCAH and the CoCs

Eric – my assumption is that it would be with CHIN

Heather – I would like to recommend that the Governance Committee would be included

Eric – yes, it would a very inclusive

Sonia – (nodded)

Gerry – if we get the MOU and get access to the system, the process would begin before then because we would be able to do some of it remotely, I would hope that sometime in January we would be able to make a presentation but that is just an estimate we do not know what work would need to be done

Eric – I just want to make sure you understand that we are not looking to hire someone starting on May 1 we would need to have the funds to hire someone earlier

Denise N – I would like to have the Governance Com and the budget com involved in that

Denise N – your budget has year 1 and year 2, so year 1 starts on May 1 so I should back that up 2 to 3 months

Denise N – are you guys thinking that the local Sys Admin would be in place before May 1

Eric – yes, I think that would be realistic

Gerry – yes, I agree but whatever makes the most sense for you locally

Denise – BoS is moving forward with this and we have talked about this with MCAH, who would be training that person

Gerry – for the training of the new SA, Barb would do that, the new lead would provide the training with the goal of transitioning that to the project lead

Denise – I guess we should have a date for the CoC Leads to have a date for them to hire their local SAs

Heather – and so that we can know when we will have training available

Gerry – we have a situation where we have a number of people who need training, we are organic in our training, very web based, podcast, doing multiple trainings, doing non-system specific, it isn't going to be that costly to do virtual trainings if we have to training multiple times

Matt – I know BoS is moving forward with hiring SAs, for those who don't have the capacity to do that what are their options? I know there are 3 or 4 CoCs who said they had the capacity and there were 4 who said they did not have the capacity to hire SAs

Gerry – I think you are talking about a shared staff person across CoCs, is that what you are talking about

Matt – yes, that is part of it, CHIN manages the HMIS grants for a number of CoCs, not all CoCs have HMIS grants, not all CoCs have the funds

Andrea – I guess it is knowing when our CoCs have to have a SA functional and then backing up from that date and then having discussions about which CoCs want to share a SA and how to support a staff position and how to get there during the transition

DISCUSSION ABOUT WHEN TO HIRE SA AND WHAT IT WOULD LOOK LIKE

Denise –invite other CoCs to talk about NCCEH staffing CoC HMIS SA needs but understand the budget will be different than what has been presented

Heather – TRI-HIC, Northwest and others who would be interested need to talk to NCCEH and that would give us more real numbers

Shana – should we share where we are, I know for Wake that we are definitely interested in that.

Matt – is the budget the CoC responsibility or MCAH

Eric – those are the projected CoC responsibilities, we did our best to estimate the number of FTEs and groupings

Denise – you separated out the Bowman costs, the MCAH costs, and the CoC costs

Lloyd – If we were looking at hiring local SAs for a month using your budget it would be about \$38,000 and using the total expenses if we wanted 2 months there would be \$200,000 in expenses (not sure about that)

Corey – going back to the training and that going forward and ESG and the number of new people who need to get on to HMIS starting Oct 1 we will have 6-30 people who will need to be trained

Denise – we were actively not recruiting people because of the transition...these get to my transition questions...

Corey – we are going to have a potential glut of new user trainings, I don't know if there is something we want to do about that...

Gerry – let me paint a picture of trainings with the new trainings, we will have all the users go thru a new privacy trainings, we will also have workflow trainings, we will also have provider page trainings, with the addition of other podcasts to brush up...when we make the transition we will have a series of trainings

Heather – I think that answers the longer term training but I think the shorter term training is the question

Sonia – If you have agencies that need to attend training if you could send me the agency name and the training please send them to me.

Matt – the podcast trainings from MCAH are great, the privacy trainings are great

Sonia – we talked with MCAH about using their trainings but the workflow is too different. We are still conducting live trainings and we are also working on a training webinar.

Matt – the other thing they show is the agency setup and behind the scenes work that CHIN has done for us, also the privacy training is the same

Heather – I think we have some action steps that need to be taken soon: *talk with NCCEH if you are interested in having them provide SA *we need to talk about how do we share the Bowman costs, MCAH costs

Heather – I don't see a sheet where you suggest how we would divide that up. I would suggest that Darryl and Matt give us some options on how to divide up the shared costs.

Denise – those of us that were on the Exec Com looked at options for dividing up costs originally

Heather – my suggestion is to have MCAH write up a scope of work for the subcontract with CHIN

Eric – that sounds like a good idea

Heather – if we could have that at least a week before the next meeting that would be great

Denise – Goal to have the contract signed by Oct 15

Gerry – I think that is definitely doable

Heather – Sept 24 deadline for transition scope of work

Heather – are there things you want to make sure you talk with us about today

Eric – no

Lloyd – on the transition plan from Michael Lindsey, under number 5 it talks about defining and agreeing on expectations we need more work on that...is your thinking that a lot of these topics are going to fall into place...

Eric – in regards to policies and procedures there will have to be some changes and we will work with you to make those, when it comes to the expectations on relationships to CoCs, SAs, end users you can go to our website and look at our guides, that would be a good place to begin...check out our privacy training

Lloyd – so in the 1st Q of 2015 we would adapt those for NC

Eric – I would assume so, we will also be making sure we can produce the APR

Lloyd – with the April 30 transition date would it be possible for some of the local SA to provide contract support to CHIN as their staff wind down?

Sonia - We'd have to look at that, it seems like a good solution but it may not be an efficient solution.

Denise – I think we are in a situation where CHIN is ramping down, MCAH is ramping up, we are in the middle, there are a lot of unknowns, what is everyone's expectations, we are moving to a decentralized model, we could start to do things that do have to have the blessing of this group

Lloyd – in terms of SA we are going to a more decentralized model and funding we were more centralized and then moved to a decentralized

Denise – we didn't know how much things cost when there were subsidies from BoS and HPRP then last year we changed the cost structure to more accurately reflect the true costs, BoS doesn't have the funds to subsidize the rest of the state's HMIS costs

Matt – decentralized in terms of money and responsibility, expectations of work at your CoC that CHIN has always done like password resets, we need to think about that cost that we need to bear that might not be part of the HMIS fees, there will be a person at each of your agencies that will be responsible for administering things at their agency, will they get additional money for doing that or not? That will be up to your CoC, everyone is paying for things differently.

Denise – one of the things that we think needs to be done is that this committee needs is staffing, NCCEH offers to staff this committee in the meantime, I participate in the budget subcom and Tia participates in the data subcom so we get all of the info but not everyone does...if we could just set some agreements of what goes out quickly, how notes get sent

Sonia – What is done now is this: The minutes for this committee are posted on the website but agenda and the backup documents are not. We are not currently posting the sub-committee minutes, but we can start to do so.

Heather – I appreciate NCCEH's offer to host is nice but I think the fewer steps the better so Eric if you have the capacity I think that would be good.

Eric – we need to have those discussions, we are open to that whether that is a page on our website or a NC branded site that is something we will have to work though, as for staffing we will need to have those discussions, as Sonia and the staff are talking we will work that out

Sonia – We can take an action item to make sure all of the minutes for and documents for the GC and sub-committees are posted and remind the GC where to find them.

Darryl – on the transition expenses where are the \$26,000 we are looking at it being in the transition costs – we were looking at it being around \$32,200

Matt – how is going to be the HMIS Lead for the next NOFA

Heather – wait on further HUD guidance

Martha – I think we need to go back to who is administrative support to this group but I don't think it is feasible for Heather to do all of this.

Corey – I agree and so much is being done in subcommittee and it is a lot to read all of that.

Denise – CHIN has to be winding down and we need messaging around that

Jaime – so Denise you sent out the email that started this discussion...I feel that taking advantage of your position would be good

Denise – we would be interested in making the information accessible, we don't have that role at this point but we would offer that

Matt MOTION to empower NCCEH to serve as the central communication point for CHIN committee work

Martha – NCCEH can take and post notes or NCCEH can take and post notes and highlight the key information

DISCUSSION

Heather – when we did our charter we put a seat on the Governance Com for NCCEH because of who they are so I think it is appropriate for Denise to ask to reengage and I think it is appropriate for us to say thank and say yes, let's be clear on the role

Lloyd – Since the RFP ended and we selected MCAH the CHIN staff have been providing support in terms of minutes and getting them to Heather and supporting the Data Committee, if there needs to be adjustment I think it should be done in consultation with Sonia and staff

Darryl – if you are willing to take notes and get the minutes I support that, if you are going to continue with the NOFA and getting the info out I really like that

Denise – I was talking about facilitating communication around HMIS because this is an intense time

Darryl – the caution I would put for the rest of us is to make sure we make decisions based on our understanding of the situation and not just because Denise or Martha or MCAH said so, we have to step up our understanding and any offer to help in that is fantastic but you still have to think about it

Denise – I think that is how we see our role

Shana – I would like that, thank you, I'm hoping we can spend more time on other things

Heather – so we are saying yes

Next meeting

Will have real budget numbers

MCAH scope of work

Executive Com talk with GLC about payment

Oct 13 10am-4pm at United Way GSO (meetings will be 2nd Mon of every month in Greensboro)

Planning for New Structure / Other

NCHC/CHIN staff released for this discussion