

CHIN Governance Committee Meeting Minutes
Monday, October 13, 2014

Present: Brian Alexander, Thurston Alexander-Smith, Debbie Bailey, Ellen Blackman, Steve Crane, Satana Deberry, Nicole Dewitt, Heather Dillashaw, Mary Gaertner, Darryl Kosiak, Andrea Kurtz, Mike Lindsay, Laura McDuffee, Lora Moree, Denise Neunaber, Shana Overdorf, Cecelia Peers, Rebecca Pfeiffer, Jamie Rohe, Tia Sanders-Rice, Bob Silber, Tim West

Via phone: Eric Hufnagel, Barb Ritter, Lloyd Schmeidler

Documents from the meeting are available here: <http://www.ncceh.org/hmis/governancecommittee/>

Approval of Minutes

- August minutes will be reviewed next month. There were no additions to September minutes. The minutes were accepted by common consent.

CHIN Status Report

- Upgraded to the latest version of Service Point on 9/30/14. The upgrade went smoothly overall, but a few issues have been identified: SSVF export error and an education pick-list error.
- Of CHIN's 781 end-users, 686 have taken the 2014 data standards training and passed quiz. Users who did not pass the quiz were deactivated.
- CHIN has recently completed preparatory sessions for the AHAR and the 2014 NOFA. Staff explained reports that can be used to gather info needed for the submission processes.
- CHIN is changing the way it conducts training by creating short videos with accompanying quizzes to ensure users gain information. CHIN plans to have the videos and quizzes completed by Nov. 15. There are currently no plans to set up ART training this way, but Laura stated that this is an option if needed.
 - Before watching the training videos and taking the quiz, users will need to contact CHIN to be approved for a license. CHIN will make this clear on their website so folks seeking a license don't go through training without prior approval from their CoC.
- Bob Silber, executive director of an EAN agency in the BoS expressed concern that the latest 2014 Data Standards training did not apply to his program. This program currently lacks the ClientPoint Module and is unable to enter UDEs. Per HUD TA-- All programs using HMIS need to collect and enter the UDEs. HUD requires this. The EAN Executive Director, CHIN, NCCEH and HUD TA will schedule a time to discuss this at a later time.
- CHIN upcoming trainings: Oct. 22: SSVF, Oct. 15: ESG training (will open up to others online).
- There have been no changes in CHIN staffing; contractors are providing support for applications, training and simple system tasks.
- The Governance Committee asked for an updated budget from the Housing Coalition for a contract extension beyond December. The Housing Coalition did not have those numbers at this meeting. Satana confirmed that preliminary estimates will be available at the next meeting.
- CHIN work plan:

- Announced completed tasks according to work plan (see handout provided by Laura)
- In progress:
 - A contractor is going back to make requested changes to raw data reports
 - HIC reconciliation
 - Monitoring users who haven't yet taken the 2014 Data Standards Training quiz
 - Waiting for feedback from users who attended the AHAR prep session to learn of any additional support they need to provide
 - Wake (shelters) income data income correction
- The Mecklenburg data export has been delayed. Rebecca stated that it has been delayed more than one year. Laura said that this is due to Bowman being overwhelmed with the recent upgrade. Laura will send Charlotte the process that Bowman has outlined to do the export so Charlotte can approach Bowman.
- The Housing Coalition said that information about contractors is not available for today's meeting.
 - The committee chair and other members of the GC stressed transparency in this process. The Committee would like to know what is being done by contract staff vs. regular staff so they can make informed decisions about what tasks should be migrated to MCAH first.

Data Subcommittee

- At the last meeting, the committee reviewed a list of reports (updated, removals, etc.).
- Subcommittee members expressed concerns about the custom reports requested by Mecklenburg CoC, which would need revision and may only be useful for about 6 months. Mecklenburg is concerned that they are putting data into their system, but can't get any data out. They would like to use the proposed report for at least 6 months, and can adjust when MCAH takes over.
- Other communities using the VI-SPDAT raised questions about what report may help them with coordinated assessment; Laura proposed giving these tasks (developing VI-SPDAT reports) to their report writer to create. Tia noted she will look into canned Bowman reports first and report back to the committee.

Transition Planning with Administrative Agencies

- Barb Ritter & Eric Hufnagel from MCAH called in to the meeting at 11:00.
- Committee members and MCAH staff discussed two proposed scopes of work for MCAH. Committee members noted that HUD has asked to see all scopes for approval, and requested that the Governance Committee be included in all conversations related to funding. Committee members requested a more detailed scope for the \$14,000 scope of work
- A motion was made to approve the \$22,000 scope of work for evaluation, pending HUD's approval with new per diem rates
 - During discussion, Satana noted that the Housing Coalition's finance office will not approve the scope at the rates listed without written approval from HUD stating that

they will reimburse these expenses. Mike Lindsey will ask Karen Deblasio to weigh in on this in writing and get back to the GC.

- Heather re-opened the floor for the motion to approve the Housing Coalition to sign a contract with MCAH reflecting the evaluation scope of work, and allowing the Housing Coalition to change the per diem rates in order to be in compliance with financial policies, pending HUD written approval of expenses.
- The motion was approved with one vote against [Motion: Kosiak, second: Kurtz against: Overdorf].
- Barb Ritter asked for CHIN to finish out its APRs as soon as possible (before the transition to MCAH).
- MCAH and NCHC staff left the meeting.

Transition Planning

- Durham CoC and Balance of State CoC have ratified MCAH as the HMIS Administrative Agency. This means the GC needs to work on an MOU with Michigan in the interim.
- Karen Deblasio (HUD) monitored the NC Housing Coalition in late September. After the exit interview is complete, Karen will send the monitoring summary to the committee.
- Karen Deblasio is adding more TA support in North Carolina (Chris Pitcher to further support CoCs).
- The committee discussed AHAR preparation. Communities are confused about AHAR after recent CHIN call. They were given list of reports, and told to run them to clean their data. Communities expected CHIN to complete the AHAR as they had in previous years.
 - Mike noted that Karen can facilitate a call with Abt Associates, the AHAR TA providers, to discuss AHAR submission. CoCs that have capacity to complete the AHAR can help other CoCs that do not.
 - CoCs that do not have capacity: Charlotte, Orange, Northwest, Wake, Tri-HIC.
 - CHIN will do the AHAR for the CoCs that need and request it, and HUD will help make this happen.
- Committee members discussed the 2014 Data Standards training and noted that there are issues with the workflows. Tia noted that there is workflow information from Bowman in Collaborango. There are also documents from the Bowman Collaborate 2014 conference on the recent system upgrade. This information will be helpful in determining workflows and should be distributed to CoC leads. End users with questions about data standards and system upgrades are advised to contact CHIN.
- Committee members discussed the expectations for CHIN:
 - Promptness of sharing of information with regards to the system (translating information from Bowman)
 - Access to information from Bowman during the transition (Collaborango)
 - CoCs will contact CHIN first for access; if not granted, they will reach out to Bowman
 - Bowman is clear that their customer is CHIN
 - Transition subcommittee: Andrea, Debbie, Denise (chair), Jamie, Mike, Rebecca , and Shana. This committee will provide planning and oversight for the transition to MCAH.

Members will create a timeline for the expectations, roles, responsibilities that were not discussed today.

- Committee members discussed messaging about the transition to MCAH. Members suggested creating an FAQ to standardize the answers to questions and create a common language.
 - Questions:
 - When is the transition going to happen?
 - When do grants transition?
 - Use CHIN or NC HMIS? The GC would like to transition to NC HMIS but will continue to use the current CHIN name until the transition is done. After transition, begin using NC HMIS to make it clear when the transition happened.
 - Do we leave CHIN letterhead on our minutes form?
 - Do we need a MOU that binds GC members to each other? Mike Lindsey will send the MOU West Virginia just developed. The current MOU is good enough to get us through Dec 31, but we will need another MOU to get us through April 2015.
- The Budget Subcommittee has a meeting Monday, Nov. 3 at 2:00 pm.
 - NCCEH will place future meetings on a calendar, and send email to people on this committee. Interested parties can be added to this list.
 - Asked for CHIN's quarterly financial statements and a draft of 2015 budget to be available at this meeting.
- The committee reviewed a draft document that outlines cost sharing options.
 - Assumptions: Local staff costs are managed locally and vary by CoC. The costs for Bowman and MCAH will be divided across CoCs.
 - Darryl and Matt developed an option using the same formula that the state uses to divide ESG funds. CoCs that are not ESG entitlement communities will have a lower share.
 - There were questions regarding the amounts. The committee discussed comparing other options, such as the CoC award amounts.
- Sharing System Administration
 - 9 communities have expressed interest in NCCEH staffing their system admin position. A conversation regarding system administrators will be held at a future meeting.