



A program of the North Carolina Housing Coalition

**CAROLINA HOMELESS INFORMATION NETWORK**

118 St. Mary's Street | Raleigh, NC 27605 | 877.703.3176 (Help Desk) | 919.881.0350 (FAX)

**CHIN Governance Committee Meeting Agenda**

Monday November 10, 2014

10 AM – 4 PM

United Way of Greensboro

Call in number: 218-895-9693, code 805232#

<b>START</b>	<b>10:00 Welcome &amp; Call to Order</b>	
<b>ONE</b>	<b>Agenda Item: Introductions</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Heather Dillashaw	<b>Estimated Time:</b> 10
	<b>Background Information:</b> This meeting is for CHIN Governance Committee members and their alternates.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• <a href="#">CHIN Governance Committee Member List</a></li> </ul>	
<b>TWO</b>	<b>Agenda Item: Approval of Minutes</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Heather Dillashaw	<b>Estimated Time:</b> 5
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• <a href="#">August Meeting Minutes</a></li> <li>• <a href="#">October Meeting Minutes</a></li> </ul>	
<b>THREE</b>	<b>Agenda Item: CHIN Status Report</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Sonia Ensenat	<b>Estimated Time:</b> 20 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> This will be a standing agenda item. CHIN has been asked to report on: <ul style="list-style-type: none"> <li>• Current work plan</li> <li>• Staff and Contractors: Who is doing what, including: who are they, what are they working on, how are scopes being established?</li> <li>• Quick Budget Update: Any unexpected expenses or savings</li> <li>• Other updates as needed</li> </ul>	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• <a href="#">CHIN Report to Governance Committee</a></li> <li>• <a href="#">CHIN's Updated Work Plan</a></li> </ul>	

<b>FOUR</b>	<b>Agenda Item: Data Subcommittee Report</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Lloyd Schmeidler	<b>Estimated Time:</b> 20 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> The Data Subcommittee will report on recent meetings regarding implementing new data standards, the system upgrade, and other regular business.	
	<b>Supporting Materials:</b> <a href="#">11.05.14 Meeting Minutes</a>	
<b>FIVE</b>	<b>Agenda Item: Budget Subcommittee Report</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Heather Dillashaw	<b>Estimated Time:</b> 10 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> The Budget Subcommittee will report on its 11.3.14 meeting. A financial statement with actuals for July-Dec has been provided by NCHC. A draft budget for CHIN's expenses has also been created. However, because expectations for Jan-Apr are not yet set, most budget items have been kept at the same level as the current budget. Known changes have been incorporated and changes are noted to the side.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• <a href="#">CHIN's July-Dec Budget vs Actual</a></li> <li>• <a href="#">CHIN's Draft Budget for Jan-Apr 2015</a></li> </ul>	
<b>FIVE</b>	<b>Agenda Item: Governance Committee Leadership</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Heather Dillashaw	<b>Estimated Time:</b> 10 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> The committee will discuss upcoming Governance Committee leadership changes.	
	<b>Supporting Materials:</b>	
<b>SIX</b>	<b>Agenda Item: Transition Subcommittee Report</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Denise Neunaber	<b>Estimated Time:</b> 3.5 hr
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> The Transition Subcommittee was formed at the October 13 GC meeting. The Transition Subcommittee is now meeting weekly, with a standing meeting on Friday 2-4.  Discussion <ul style="list-style-type: none"> <li>• Communication</li> <li>• In-person meetings with MCAH</li> <li>• Expectations for Administrative Agencies</li> </ul>	

	<b>Action Items</b> <ul style="list-style-type: none"> <li>• Approve expectations for CHIN present-Dec</li> <li>• Identify and approve future grant recipient(s) for CoC HMIS grants and HMIS Lead Agency</li> <li>• Discuss and approve cost-sharing formula for shared costs (MCAH &amp; Bowman costs)</li> </ul>	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• Draft Expectations for CHIN (doc available at meeting)</li> <li>• <a href="#">Cost Sharing Options</a> (secure doc, log in to website to view)</li> <li>• <a href="#">HMIS Grant Inventory</a> (secure doc, log in to website to view)</li> <li>• Copy of slides from presentation (doc available at meeting)</li> </ul>	
<b>SEVEN</b>	<b>Agenda Item: MCAH Status Update</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> MCAH Staff	<b>Estimated Time:</b> 30 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> <ul style="list-style-type: none"> <li>• MCAH is working under contract with NCHC on a scope of work to evaluate our HMIS implementation. This includes an the in-person visits during the first week of November.</li> <li>• MCAH staff will provide an review of work completed to date.</li> </ul>	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• <a href="#">Scope of Work for MCAH Evaluation Contract</a></li> <li>• <a href="#">NC Meetings Itinerary</a></li> </ul>	
<b>EIGHT</b>	<b>Agenda Item: Announcements and Reminders</b>	<b>Agenda Item Completed:</b> <input type="checkbox"/>
	<b>Presenter:</b> Heather Dillashaw	<b>Estimated Time:</b> 10 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b>	
<b>END</b>	<b>4:00 Adjournment</b>	
<b>NEXT MEETING: December 8, 10am-4pm in Greensboro at the United Way. Monthly in-person meetings will be held in Greensboro on the 2<sup>nd</sup> Monday of each month through June.</b>		