**CHIN Governance Committee Minutes**

**Monday, November 10, 2014**

**Governance Committee Members Present:** Brian Alexander, Matt Alexander, Debbie Bailey, Ellen Blackman, Emily Carmody, Kim Crawford, Nicole Dewitt, Heather Dillashaw, Tina Krause, Andrea Kurtz, Denise Neunaber, Shana Overdorf, Rebecca Pfeiffer, Jamie Rohe, Tia Sanders-Rice, Corey Root, Lloyd Schmeidler, Bob Silber, Libby Stanley, Bob Taylor, Dee Taylor, Tim West, Paulette White

**Governance Committee Members Absent:** Martha Are, Monica Bibb, Jennie Connor, Steve Crane, Satana Deberry, Mary Gaertner, Denise Giles, Jackie Hundt, Darryl Kossiak, Joe Marks, Cecelia Peers, Lora Moree, Peter Morris, John Niffeneger, Matt Schnars, Jenny Simmons, Lori Watts, Elizabeth Waugh-Duford

**Others Present:** Thurston Alexander-Smith, Sonia Ensenat, Eric Hufnagel, Gerry Leslie, Mike Lindsay, Laura McDuffee, Danielle Progen, Barb Ritter

**Approval of Minutes**

* August and October meeting minutes were reviewed. Tina Krause and Bob Taylor attended the October meeting and will be added to the minutes. Minutes were approved [Bailey, Kurtz].

**CHIN Status Report**

* Sonia Ensenat reviewed CHIN’s July – December work plan. The work plan does not include day to day tasks, it details projects.
  + Online training and certification will replace regular in-person training.
  + Changes to reports- many reports impacted by upgrade and data standards/changes. Laura has gone through to determine which reports will be updated. Data subcommittee has gone through this list to determine which projects should be updated or deleted.
  + As of Friday, there are 95 users that have accounts inactive bc they did not complete the data standards training. All CoCs will get an email detailing these users.
  + SSVF export from Bowman was not working. Upgraded to latest Bowman software was completed on Friday afternoon. Should be working as of today.
* A buddy system for CoCs has been set-up and CoC reps reported progress with the AHAR.
* The ServicePoint AHAR report has inaccuracies. Bowman expects a fix to be out this to be out this week.
* Sonia does not have the status of the contract that CHIN has with MCAH. Heather requested this from Satana 3 weeks ago. Mike will follow up with HUD about this. Heather will inquire about the contract with Satana again this week.
  + CHIN has not sent this contract to MCAH; MCAH has not been paid for work completed or in progress.
  + Karen Deblasio has approved the scope of work.
* New process for certification training
  + User will go to website to request license. CHIN will notify CoC (type of training, type of license), give account to training site for user to watch videos, practice data entry, certification quiz at the end. At the end of this, user will receive license.
  + When trainings are ready, Sonia will send the information to the governance committee for review.
* 2014 data standards have been incorporated into CHIN new user certification trainings. Quiz at the end of the new trainings covers everything, but not all of the questions from the 2014 data standards quiz are on it. Sonia suggest to make it up to CoCs to decide if they want their new users to watch the 2014 data standards video and take a quiz. The committee decided to take the CoC option off the table, and make a decision for the state.
  + CHIN will send links to everyone at the end of this week to review the trainings.
  + A small group will look at the trainings to provide feedback to CHIN: Thurston Alexander-Smith, Debbie Bailey, Tia Sanders-Rice, and Tim West. Small group will communicate feedback to the committee. Questions for committee to answer:
    - What new users need to watch
    - What users needing a refresher need to watch
    - If new users who were recently trained should they be required to watch the 2014 data standards training

**Data Subcommittee Report**

* The Data Subcommittee met on November 5th.
* Made decisions on project screen. Keeping primary reason for homelessness, deleted secondary reason.
* Tabled decisions on questions on veteran status and has client served in US military.
* Decided to delete question ‘is client homeless due to foreclosure?’.
* Discussion is needed on verbal consent in the Coordinated Assessment process. Tri-Hic forwarded a request to start using verbal consent in their CA process. Concerns were expressed with privacy until further decisions can be made with MCAH. The committee deferred the request from Tri-Hic until more clarity is gained from MCAH.
  + Durham’s permission to use verbal consent on a temporary basis has expired.
  + A Motion to extend Durham’s verbal consent to Dec 31, 2014 was made an approved [White,Kurtz].
  + Mike Lindsey: ICF is the contact point for any PATH HMIS issues. They can assist with discussion.
  + Verbal and inferred consent is a best practice for PATH.
  + Written consent is best for sharing of any data.

**Budget Subcommittee Report**

* Sonia reviewed the financial documents for CHIN. These documents were previously reviewed at a November 3rd Budget Subcommittee meeting.
  + July 14-Dec 14
    - All payroll and insurance related items are around 50%.
    - HMIS software- has been paid, script has not been paid for, new end user licenses have been purchased. Not reflected here bc bought last week.
    - Contractors line item low bc this work is happening later in the year.
    - Travel, training and prof fees low; will know more about this later this year.
    - Rent is 50%.
    - Accounting audit support- costs they had to pay auditors. Required by HUD if over $500,000. Audit doesn’t happen until the spring, but wanted to put it in this budget.
    - Almost all expenses are on track.
    - Questions: How many contractors are providing support? FTE 1.4; this is 3 people. Was previously four with Jackie Hundt completing CoC HMIS project applications.
  + Denise Neunaber suggested that CHIN add third column for the December meeting that projects year-end financials.
* Jan-Apr Projection Budget: Includes changes that are known, other changes will be made after the committee informs CHIN of the requirements for Jan-Apr.
  + Most numbers based on July-Dec budget, but adjusted for 4 mos instead of 6.
    - Removed script from software.
    - Added 50 new licenses (hard to predict the # needed).
    - Transition expenses were kept the same, but could be less depending on what folks need.
    - Rent is based on schedule of space used. If extra space is sublet, this amount will decrease.

**Governance Committee Leadership**

* Jackie Hundt has resigned; her at large seat is now open.
* Heather Dillashaw has taken a new position; next meeting will be her last meeting. The Committee will elect a new chair at the December meeting. Nominations should be sent to Heather.

**Transition Subcommittee**

* Standing meeting Friday 2-4, will meet in person as well.
  + Meetings are open, committee members can participate by contacting Denise.
* Communication
  + Webpages on www.ncceh.org has committee documents. Some documents are secure and committee members will need to log in to view this information.
  + GC members can email [hmisgovernance@ncceh.org](mailto:hmisgovernance@ncceh.org) to get the GC group. CHIN and MCAH staff are not on this email address. Includes all other GC representatives and HUD TA staff.
* Debrief of in-person meetings with MCAH  
  Emily Carmody facilitated a conversation to allow the committee members to share their thoughts after the in-person meetings MCAH held across the state the first week of November. Experiences were varied. Feedback will be consolidated along with the electronic evaluation that will go out to participants.
  + Mike Lindsay identified a need for MCAH to provide an overview of their structure. The committee empowered him to reach out to Barb and Eric to see if and when they can provide this and coordinated with Heather and Denise.
* Expectations for Administrative Agencies
  + The Transition subcommittee reviewed the CHIN Cost Structure document to assist in determining CHIN’s roles and responsibilities through the end of December. They marked up the document, crossing out tasks that the committee decided CHIN should stop doing. Upon approval, a PDF marked up cost structure document (with comments) will be sent to CHIN. The committee suggested changes to wording under reports and training. The subcommittee is also planning for reduced responsibilities for CHIN for 2015. However, information is needed on when MCAH will pick up task to finalize 2015 expectations.
    - A Motion approve the marked up cost structure document and send to CHIN as expectations through December was approved. [Overdorf, Root].
* Cost sharing options
  + The committee discussed options for how to divide shared costs (MCAH and Bowman). Denise provided back ground information on different cost-sharing options. Options presented included divided the costs based on CoC pro-rata percentage, CoC awards, Housing Inventory Chart, and Housing Inventory Chart without DV beds.
  + The previous document shared with cost-sharing options included inaccurate data. The tables have been updated with correct information.
  + As numbers can change, year to year, the committee focused on the fairness of the philosophy behind the options presented, not the final dollar amount per CoC.
    - GC needs to decide how to approach cost-sharing, and how long to use the approach (evaluating along the way)
    - By consensus the GC agreed to use HIC with DV beds
      * Budget subcommittee will review at 6 month intervals to observe changes
* Due to a lack of time, the committee tabled the conversation to identify and approve future grant-recipient(s) for CoC HMIS grants and HMIS lead agency. The transition subcommittee will continue to discuss.
* MCAH Status Update
  + Eric Hufanegal, Gerry Leslie, and Barb Ritter joined the meeting via conference call
  + MCAH signed MOU and sent it back to CHIN, have not received a final copy.
    - MCAH staff have access to CHIN ServicePoint site for evaluation.
  + Final 2 scopes of work have been presented, waiting to hear back
    - Evaluation scope was approved by HUD- they have a targeted plan of where to look for issues and will execute this later this week
    - The committee would like additional information on the planning scope and will be in communication with MCAH on this.
* Barb and Gerry shared intial findings from ‘listening tour’. These findings will be written up and shared with the committee. Concerns with the privacy policies were identified, along with a lack of standardization. The architecture of the system looks good from initial observations.
  + - MCAH will inform the committee if there is something that will prohibit NC from using MCAH trainings as soon as possible.
    - The option of archiving data, and moving to a clean version of ServicePoint is still on the table. Another option is to archive by CoC. If a CoC knew it’s data was horrible 2 years ago, it should archive the data.
    - After MCAH left the meeting, the committee discussed next steps. It was decided that requesting for MCAH to come to the Suggestion to invite MCAH to next GC on December 8th would be beneficial. If the 8th is not feasible, the meeting could be moved to the 15th.