CHIN Governance Committee Meeting Agenda

Monday December 8, 2014

10 AM – 4 PM

United Way of Greensboro

START	10:00 Welcome & Call to Order	
ONE	**Agenda Item: Introductions**	**Agenda Item Completed**: ☐
	Presenter: Heather Dillashaw	**Estimated Time:** 10
	Background Information: This meeting is for CHIN Governance Committee members and their alternates.	
	Supporting Materials: • CHIN Governance Committee Member List	
TWO	**Agenda Item: Approval of Minutes**	**Agenda Item Completed**: ☐
	Presenter: Heather Dillashaw	**Estimated Time:** 5
	Goal: ☒Share Info ☐Obtain Input ☐Make Decisions	**Formal Approval Needed?** ☒ Yes ☐ No
	Supporting Materials: • November Meeting Minutes	
THREE	**Agenda Item: CHIN Status Report**	**Agenda Item Completed**: ☐
	Presenter: Sonia Ensenat	**Estimated Time:** 15 min
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No
	Background Information: This will be a standing agenda item. CHIN has been asked to report on: • Current work plan • Staff and Contractors: Who is doing what, including: who are they, what are they working on, how are scopes being established? • Budget Update: projected July-Dec 2014 actuals and any unexpected expenses or savings • Other updates as needed	
	Supporting Materials: • CHIN Report to Governance Committee • CHIN's Updated Work Plan • Projected actuals July-Dec 2014	

FOUR	**Agenda Item: Data Subcommittee Report**	**Agenda Item Completed**: ☐
	Presenter: Lloyd Schmeidler	**Estimated Time:** 30 min
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒ Yes ☐ No
	Background Information: The Data Subcommittee will report on recent meetings regarding implementing new data standards, the system upgrade, and other regular business.	
	Supporting Materials:	

FIVE	**Agenda Item: CHIN Online Trainings**	**Agenda Item Completed**: ☐
	Presenter: Sonia Ensenat	**Estimated Time:** 20 min
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒ Yes ☐ No
	Background Information: At the November meeting, a workgroup was formed to review the online trainings that CHIN created for users. The group received feedback from GC members, met to discuss and will report out on the status of the trainings.	
	Supporting Materials:	

SIX	**Agenda Item: Transition Subcommittee Report**	**Agenda Item Completed**: ☐
	Presenter: Denise Neunaber, Barb Ritter, Gerry Leslie	**Estimated Time:** 3 hr
	Goal: ☒Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒ Yes ☐No

	Background Information: 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.
	
	• Update on Tasks
	• MCAH Overview Presentation (Barb Ritter and Gerry Leslie)
	
	MCAH was asked to present information on the following:
	
	• How are decisions made in Michigan
	• Walk through the full HMIS Administration structure and highlight specific decision points that NC will have to make
	• Describe communication structure for MCAH regarding Governance Committee, MSHDA, CoCs, agencies, users, etc.
	• Describe training process and responsibilities (CoCs/MCAH)
	• How is technical assistance provided
	    o MCAH
	    o CoC – local system administrators
	
	As you address each topic, please identify:
	
	• What decisions are CoC specific
	• What decisions are Statewide
	• Identify what decisions are flexible and which ones are not
	• Describe the results for different decisions	

	Supporting Materials: • [CHIN 2015 Budget](#) • MCAH's presentation (available at meeting)

SEVEN	**Agenda Item: MCAH Status Update**	**Agenda Item Completed**: ☐
	Presenter: Barb Ritter and Gerry Leslie	**Estimated Time:** 30 min
	Goal: ☒ Share Info ☒ Obtain Input ☐ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No
	Background Information: • MCAH is working under contract with NCHC on a scope of work to evaluate our HMIS implementation. MCAH staff will provide a review of work completed to date.	
	Supporting Materials: • [Scope of Work for MCAH Evaluation Contract](#) • [ICF (HUD TA) Highlights of MCAH Doc](#) (secure doc; login required) • [MCAH Initial Evaluation Findings Doc](#) (secure doc; login required)	

EIGHT	**Agenda Item: Governance Committee Chair Election**	**Agenda Item Completed**: ☐
	Presenter: Heather Dillashaw	**Estimated Time:** 5 min
	Goal: ☐ Share Info ☐ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒ Yes ☐No
	Background Information: Current chair Heather Dillashaw announced at the November meeting that she would be stepping down. Heather called for nominations to be sent to her via email. Andrea Kurtz has been nominated to serve as chair to complete Heather's term through the end of June. Upon Governance Committee approval, Andrea will take over the role at the end of today's meeting.	
	Supporting Materials:	

NINE	**Agenda Item: Announcements and Reminders**	**Agenda Item Completed**: ☐
	Presenter: Heather Dillashaw	**Estimated Time:** 10 min
	Goal: ☒Share Info ☐ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No
	Background Information:	

END	4:00 Adjournment
NEXT MEETING: January 12, 10am-4pm in Greensboro at the United Way. Monthly in-person meetings will be held in Greensboro on the 2ⁿᵈ Monday of each month through June.	