

GC Members Present: Debbie Bailey, Ellen Blackman, Kim Crawford, Nicole Dewitt, Heather Dillashaw, Darryl Koziak, Tina Krause, Andrea Kurtz, Gerry Leslie, Denise Neunaber, Shana Overdorf, Cecilia Peers, Corey Root, Jamie Rowe, Rebecca Pfeiffer, Tia Sanders-Rice, Lloyd Schmeidler, Matt Schnars, Bob Silber, Bob Taylor, Dee Taylor, Tim West, Paulette White

Others Present: Thurston Alexander-Smith, Beth Bordeaux, Sonia Ensenat, Mike Lindsey, Laura McDuffee, Danielle Progen, Barb Ritter, Libby Stanley

Heathar Dillashaw called the meeting to order at 10:11.

Approval of minutes [Kurtz, Bailey]

AHAR check-in for each CoC

- 500: close to submitting
- 501: expect to submit Dec. 9
- 502: HUD VASH has been a problem
- 503: expect to submit Dec. 10
- 504: 1 shell accepted, will add notes, looking good
- 505: Not confident about AHAR, have significant problems, perhaps 1 shell will be accepted
- 506: has gone alright, some data corrections
- 507: Thankful to have grant funds to contract with Jackie Hundt for additional assistance, perhaps submit Dec. 10, have had some vet issues
- 509: absent, NCCEH is helping
- 511: better than last year, Dec.10-11 submission
- 513: ES and TH submitted, PSH almost done, Dec. 9 submission
- 516: in good shape, plan to submit final Dec. 10-11

CHIN Status Report

CHIN Staff reviewed their monthly Report to the Governance Committee, updated Work Plan, Projected Year-End Financials. The Jan – Apr 2015 Budget was previously approved over email.

Notes on staff report document:

- inactive = logged in too many times, no quiz
- 4th bullet under Reports – 7 reports marked as needing upgrade (not 12)
- Heather, Corey and MCAH will work on language to go in emails to people who request new licenses
- Training videos will be available as a refresher resource after people have gotten licenses

Notes on budget v actuals document:

- Actuals Jul-Oct14 column
 - Net Credits from Jul 13-Jun14 billing cycle should be -\$210,262
 - Total Income should be \$141,202
- Actuals/Budget (%) column
 - Net Credits from Jul 13-Jun14 billing cycle should be -100%
 - Total Income should be 45%

Notes on work plan document:

- CHIN staff added rows 7-9 (PIT, HIC, participation agreements)
- Participation agreement start and due date years should be 2014 not 2015
- CHIN staff moved up the SSVF ROI DQ fixes in priority and this is now finished

Data Subcommittee Report

Durham no longer using verbal consent for coordinated assessment. 2 items for Governance Committee approval – adding CoC at client entry (where living when client entered program), and adding vet status [Dillashaw, Kurtz].

CHIN Online Trainings

New CHIN users trained in October-November do need to go back and take the data standards training. [Dillashaw, Kurtz].

Transition Subcommittee Report

The Subcommittee reported on work accomplished since last month's meeting, including finalizing the CHIN/NCHC budget for Jan – Apr 2015. An estimated percentage of each CoC's CHIN fee for Jan-Apr 2015 was shared. Actual fees will be sent by NCHC later this week.

A motion was approved to use transition line item in current NCHC budget to reimburse for MCAH time and travel for Dec 8 & 9 trip [Overdorf, Pfeiffer].

Barb Ritter presented an overview of MCAH's work in Michigan, identifying decision point for North Carolina.

Changes to Global Search Screen: Currently, a client's social security number, date of birth, gender and name are visible in the search screen to anyone who has access to the system can see all of this information; this is a liability issue. While this visibility is Bowman's standard setting, MCAH has a patch that will mask some of this information. Paulette, Tia, Debbie, Nicole and Tim will meet to determine what changes need to be made to training videos. CHIN will need to call Bowman to initiate the patch; should be low cost or free, Barb will assist in conversation with Bowman. A motion was approved to have Bowman implement a patch that will change the global search screen now [Kossiack, Neunaber].

Governance Committee Chair Election

- In November, Heather Dillashaw announced that she would be stepping down as Chair.
 - She will move to Transition Subcommittee to ensure consistency for a few months
- Andrea Kurtz was nominated to serve as Chair to complete Heather's term through the end of June 2015 [].
- Andrea will take over the role at the end of today's meeting

Next meeting: January 12, 2015 10am-4pm in Greensboro at the United Way