CHIN Governance Committee Meeting Agenda
Monday January 26, 2014
1 – 3 PM
via conference call
Call in number: 1-218-548-3064, passcode 1234#

1:00 WELCOME & CALL TO ORDER

ONE	**Presenter:** Andrea Kurtz	**Estimated Time:** 10 min
	Background Information: This meeting is for CHIN Governance Committee Members and their alternates.	
	Supporting Materials: CHIN Governance Committee Member List	

APPROVAL OF MINUTES

TWO	**Presenter:** Andrea Kurtz	**Estimated Time:** 5 min
	Goal: ☒Share Info ☐Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☒ Yes ☐ No
	Supporting Materials: • January 12 Meeting Minutes	

COMMUNICATIONS WORK GROUP UPDATE

THREE	**Presenter:** Andrea Kurtz	**Estimated Time:** 20 min
	Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions	**Formal Approval Needed?** ☐ Yes ☒ No
	Background Information: The Communications Work Group created a FAQ document that was reviewed and discussed at the last GC meeting. Additional revisions have been made to the FAQ. A GC lead contact list has been created to direct agencies and end-users to the appropriate person in each CoC. GC members are asked to review the contact list and send necessary changes to Nancy Holochwost at nancy@ncceh.org.	
	Supporting Materials: • Draft FAQ re: HMIS Transition • Draft GC Contact List	
	Action Items: • Send any changes for either doc to nancy@ncceh.org by 3:00 on Monday 1/26 • Send link to FAQ out to your community when NCCEH notifies you it has been posted to website	

BUDGET UPDATE

<table>
<tr><td rowspan="5">FOUR</td><td>Presenter: Andrea Kurtz</td><td>Estimated Time: 20 min</td></tr>
<tr><td>Goal: ☒ Share Info ☐ Obtain Input ☒ Make Decisions</td><td>Formal Approval Needed?
☐ Yes ☒ No</td></tr>
<tr><td colspan="2">Background Information:
At the last GC meeting, the MCAH's budget for Jan-Jun was reviewed and approved with a few requested changes. The revised budget has been finalized and the cost has been divided across CoCs based on the 2014 HIC. The GC will be asked to approve the revised amount and the division of costs.</td></tr>
<tr><td colspan="2">Supporting Materials:
• MCAH's Budget for Jan-Jun 2015 (revised)
• Transition cost by CoC (Jan-Jun 2015)</td></tr>
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TRANSITION SUBCOMMITTEE UPDATE

<table>
<tr><td rowspan="6">FIVE</td><td>Presenter: Denise Neunaber</td><td>Estimated Time: 40 min</td></tr>
<tr><td>Goal: ☒ Share Info ☒ Obtain Input ☒ Make Decisions</td><td>Formal Approval Needed?
☐ Yes ☒ No</td></tr>
<tr><td colspan="2">Background Information:

• Financial Work Group
The Transition Subcommittee has formed a financial work group that will make recommendations to the GC for creating new financial reports and billing procedures.

• Privacy Work Group
The Privacy Work Group is preparing recommendations for the GC's consideration at the February 9th meeting. All members should watch the MCAH privacy training video before the Feb 9th meeting.

• Hiring Subcommittee
A Hiring Subcommittee will be formed to assist MCAH in interviewing and preparing for the MCAH staff who will live in NC.

• Timeline for Local System Admins
The subcommittee recommends that CoCs make a final decision regarding who will hire their Local System Admins (LSAs) by Jan 30th. MCAH will offer training to Local Systems Admins (LSAs) on a rolling basis. Training will be offered beginning in April. CoCs should aim to have staff hired by April 1st to take advantage of this training.

• Timeline for Agency Administrators
An webinar is being planned for late February to inform agencies about the role of an agency administrator.</td></tr>
<tr><td colspan="2">Supporting Materials:</td></tr>
<tr><td colspan="2">Action Items:
• Identify the organization that will hire your LSA by Jan 30.
• Aim to have an LSA in place by April 1st to participate in initial LSA trainings.
• Watch MCAH's privacy training before Feb 9th meeting</td></tr>
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3:00 ADJOURN

Next Meeting: February 9, 2015 10 am – 4 pm at the United Way of Greensboro