

CHIN Governance Committee
February 23, 2015
Meeting Minutes

Present: Matt Alexander, Debbie Bailey, Ellen Blackman, Kim Crawford, Andrea Kurtz, Lora Moree, Denise Neunaber, Shana Overdorf, Cecelia Peers, Rebecca Pfeiffer, Jamie Rohe, Corey Root, Tia Sanders-Rice, Lloyd Schmeidler, Matt Schnars, Robert Silber, Dee Taylor, Tim West

Others Present: Thurston Alexander-Smith, Beth Bordeaux, Gerry Leslie, Danielle Progen, Barb Ritter, Libby Stanley

CoCs Absent: Buncombe, Gaston/Lincoln/Cleveland, Northwest

Approval of minutes

- February 9 Meeting Minutes will be presented for approval at the March meeting.

Bowman Contract

Motion to grant MCAH formal authority to negotiate and hold contract on GC's behalf with Bowman Systems Inc. for NC HMIS beginning on May 1, 2015 [Bailey, Peters].

- Andrea Kurtz will send letter to Bowman this week.

Transition Subcommittee & Work Groups

- Andrea Kurtz and Denise Neunaber are representing the GC for weekly meeting with HUD TA and MCAH to evaluate progress towards target HMIS transfer date of May 1, 2015; a meeting recap report will be sent to GC members.
- CHIN Budget Resolution Work Group
 - Goals
 - NCHC paid for work provided
 - Expenses equally divided across CoCs consistent with CHIN fee structure
 - Minimum unspent funds left at NCHC on May 1
 - Grant funds drawn down and CHIN comes in under budget could mean HUD reclaims funds
 - NCHC able to issue credits to CoC correctly according to HUD guidance
 - CoCs were asked to pay CHIN bills Dec 2014 and prior
 - CoCs that have not already paid the 2015 bill are asked to wait as more information is gathered and a plan formulated.
 - Group will re-extend offer to CHIN pay for work to happen after April 1
 - CoCs were asked to submit details payment of HMIS fees:
 - Payment type- Which funds are used to pay fees?
 - Payment status- What has been paid so far?
 - Time limitations- Do funds need to be expended by a certain time?
 - Payment options- If there is a credit, can it be paid to MCAH?
 - Payment plans- If there is a balance, what is the plan pay bill down?
 - Barb Ritter contacted Bowman to learn about NC's server; NC owns the server. Barb requested Bowman to create an estimate for purchasing a new server. Replacing the server is not essential at this point, but it would be beneficial if there are available funds.

Barb estimates the cost will be \$17-18k (includes installation fees). Funds for any equipment is currently not in any line item in the CHIN budget; this line previously removed because of the transition.

- Hiring Work Group
 - MCAH announced plans to hold in-person interviews on March 11th. Shana Overdorf, chair of the Hiring Work Group, is not able to attend. MCAH will hold two dates for in-person interviews: March 11 and 12. Rebecca Pfeiffer will replace Shana if needed.

- Privacy Work Group
 - The Privacy Work Group has a meeting scheduled for February 27th and will be discussing draft privacy agreements.

- Communications Work Group
 - MCAH will not be able to build a new NC HMIS website by May 1st. MCAH proposes to use their website (mihomeless.org) and create NC-specific pages until another website can be created.
 - NCCEH has secured nchmis.org and this url will be pointed at the pages created on mihomeless.org. This will enable all communications direct users to this site now and when a new site is created, there will be no change for users.
 - Some GC members expressed concern with not having a separate NC HMIS website on May 1. It was suggested that a compromise could be explored; A simple website without MCAH branding could be created on nchmis.org with links to the NC HMIS pages on mihomeless.org. Discussion will continue.

MCAH Training Schedule

- Gerry will be working in NC starting in April.
- Barb is also planning on coming to NC for one week for intensive training – during the week of April 20-24.
 - These trainings will be on privacy and business process. The morning will be with agency staff, the afternoon will be System Admin training. Trainings will be repeated at five sites.
- CoCs should send April dates that are not good for MCAH meetings or trainings to Andrea.

Next meeting: March 9, 2015 from 10 AM - 4 PM