

CHIN Governance Committee Meeting Minutes

March 23, 2015

Present: Present: Brian Alexander, Debbie Bailey, Ellen Blackman, Beth Bordeaux, Kim Crawford, Nicole Dewitt, Andrea Kurtz, Tina Krouse, Lora Moree, Shana Overdorf, Cecelia Peers, Rebecca Pfeiffer, Jamie Rohe, Corey Root, Tia Sanders-Rice, Lloyd Schmeidler, Robert Silber, Tim West, Delores Taylor

Others Present: Eric Hufnagel, Mike Leslie, Gerry Leslie, Danielle Progen, Libby Stanley

CoCs Absent: Buncombe, Gaston/Lincoln/Cleveland

Meeting started at 1:02PM

Approval of 3/9/15 minutes:

- Correction: Add missing word to bullet on pg. 2 under Review MCAH FY15-16 Annual Budget to read, "14 month Contract will cover May 1 2015-June 2016, after this, go to July-June annual contract"
- Correction: add Lora Moree to meeting attendance
- Meeting minutes approved with 2 changes above, (Alexander, Bailey)

Review of MCAH Budget:

- MCAH made requested changes to line items. Summary of MCAH budget changes compiled by budget workgroup. Document highlights changes to previously presented budget
 - The changes to budget result in a total budget increase of \$13,150
 - Total Personnel Expenses increased by \$13,228
 - A new line item of Renter's Insurance was added at \$250
 - Total travel expense is decreased by \$328
 - MCAH will leave in Statewide Trainer/Analyst position but do not expect to hire immediately
 - MCAH has not received final cost information from Bowman
 - GC has requested final cost after removal of encryption, licenses added and billing cycle change
 - MCAH believes current line item is a high estimate
 - GC members would like to have full Bowman cost before voting and would like budget to be as accurate as possible
 - Need to determine how lack of final costs impacts CoCs based on payment source
 - Grants
 - User fees (set by approved budget)
 - MCAH will determine the condition of server and if replacement is needed in this budget. If necessary, this amount can be held open until final confirmation of Bowman costs and reallocated to make up difference if Bowman cost exceeds budgeted amount.
 - Motion to approve revised budget presented by MCAH in the amount of \$481,220; Amount is approved as a not to exceed [Alexander, Taylor abstained: Beth Bordeaux (Alternate for NCCEH/Neunaber) Rebecca Pfeiffer approved with reservations].

April Training Schedule: MCAH staff will hold trainings across NC each day the week of April 20-24.

CoC schedule developed

- Intended audience: as many end users as possible, agency admins, agency executive staff, GC members, system administrators, other stakeholders

- Morning on privacy rules. How rules will function in new model. Very important that EDs are present to ensure policy is followed
- Q&A session
- Discussion of ServicePoint modules, workflow changes (backdate, EDA), data sharing, mapping sharing onto existing workflows
- NCCEH will meet with users from BoS CoC
- NCCEH will send out training registration link later this week

Communication workgroup

- Draft of Communication Protocols for Transition presented for approval and feedback
 - Designed to streamline and clarify the processes for sending messages internally and externally.
 - Lists who drafts mass messages based on subject
 - Outlines message review process
 - Details how messages are distributed to target audiences
 - Workgroup will draft new version of protocols with feedback received:
 - Delineate messaging protocols to clarify roles and responsibilities
 - MCAH
 - Governance
 - CoCs
 - Include information to explain communication after transition
 - Determine which communication is ongoing
 - Collegial communication

CHIN transition

- Budget documents have been provided by CHIN
- Documents show where grants stand (percentage, actual vs. budget, allowance for accounts)
- \$29k under budget per actual financials through Feb 2015.
- CHIN was not emailed to submit costs after April 30, 2015. Asked to submit by Friday.
- Forsyth grant ends March 31, 2015
 - Careful to not pay ahead
 - Requested rendering of expenses through 3/31/2015
 - Established payment plan with CHIN
- GLC
 - Dispute between CHIN and GLC on amount owed
 - Has ESG funds to pay HMIS fees
 - Need to work on reimbursement/flow of funds with state to get this done
- Charlotte/Mecklenburg
 - Concerned that credit is due from CHIN but unable to apply credit to CoC's share of MCAH transition costs
 - Unclear about how credits from CHIN will be handled
 - Credit MCAH costs
 - Reimburse agencies
- Northwest will reduce amount owed by half
- CHIN budget resolution workgroup: Denise Neunaber, Tim West, Rebecca Pfeiffer, Tina Krause, Mike Lindsay, Sonia Ensenat. This group formed to develop a plan to resolve CHIN budget and any credits that may exist as CHIN closes out.
- This workgroup requested that CoCs submit the following to begin working on a close out plan
 - 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?
- Andrea stated that she would contact Denise to ensure she has the support to do this work.

Privacy workgroup

- Four documents ready for attorney review. Client release of information should be ready this week.

Bylaw workgroup

- Drafting documents for presentation at the next GC meeting

Follow up/Action Items:

1. Andrea will email plan about how to deal with credits to GC before next meeting
2. Deadline on scope of work has not been provided to MCAH
3. Andrea will ask MCAH for this via Transition subcommittee to review before April meeting

Adjourned 3:05

Next meeting: In person at United Way in Greensboro, April 13, 2015 from 10 AM - 4 PM