

North Carolina Balance of State Continuum of Care

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Balance of State Steering Committee Meeting Held in-person in Greensboro, NC, and via conference call 6.25.13

Regional Leads Present:

In person: Brian Alexander, Leonard Tiller (for Chris Battle), Susan Bellew, Kim Braxton, Debbie Cole, Spencer Cook, Nicole Dewitt, Jennifer Flood, Kelly Lacy, Joe Marks, Sarah McWhirter, Amy Modlin, Whitney Morton, Jane Motsinger, Bart O'Sullivan, Melissa Payne, Faye Pierce, Shanna Poole, Joel Rice, Candice Rountree, Nickie Siler, Michele Steele, Paulette White, Teena Willis, Shari Wright

Regional Leads Absent:

Monica Jones

Interested Parties Present:

In person: Howard Anthony, David Barr, Ellen Blackman, Jennie Connor, Masetta Dorley, Josh Griffin, Marlene Harrison Pruitt, Margaret Hinnant, Branden Lewis, Sharon Poarch, Susan Pridgen, Liz Reasoner, Juliet Rogers

Via conference call: Kristi Case, Keri Christensen, Sarah McBrayer, Nikki Ratliff, Lori Watts, Talaika Williams

NCCEH Staff Present:

Emily Carmody, Nancy Holochwost, Denise Neunaber, Corey Root, Tia Sanders-Rice

Approval of May Minutes

There being no changes needed, the minutes were approved by common consent.

Proposed NC BoS Governance

- In order to be compliant with the HEARTH Act interim rule, the Steering Committee must ratify a document that lays out the governance structure of the CoC. The document must describe roles and responsibilities for Steering Committee members and CoC staff; the CoC's procedures for funding applications; responsibilities for data collection, assessment, and reporting; and CoC planning.
- Corey has created a draft governance document that was sent out by email to all Steering Committee members. The draft will be discussed at today's in-person Regional Lead meeting.

Steering Committee members who are on the phone can contact NCCEH staff by phone or email with any comments or feedback on the draft document.

- The Steering Committee will review a final draft at the July 2 meeting. If the Steering Committee agrees the draft is complete and ready, they may then vote to approve it.

CHIN Cost Structure

- CHIN is changing to a new cost structure. CHIN used to charge individual agencies a user fee; under the new cost structure, CHIN will charge each CoC a fee that includes a set number of user licenses.
 - The BoS fee is \$288,000. This fee includes 200 user licenses, at least 86 ART license for agencies, an ART license for CoC staff, CHIN's work on reports like the AHAR and on CoC application questions, and all CHIN technical assistance and staff time. The amount of CoC's fee is based on its bed inventory.
- It is up to the BoS to decide how to pay the CoC fee. The BoS has had an HMIS grant since 2006 that has been used to subsidize the user fee that CHIN charges agencies. This grant is large enough to cover the BoS' entire CoC fee, so it is not necessary to have agency user fees. If the BoS does charge user fees, they could be used to fund other work (like local data entry or data analysis staff).
 - The Steering Committee discussed whether the BoS should continue to have user fees. Various options were suggested, including only charging fees for CoC grantee agencies, which can request HMIS funds through their grants; charging fees for agencies currently on CHIN but waiving fees for new agencies to encourage use; and charging a reduced fee. Some Steering Committee members felt a fee makes users feel invested in entering their data and that agencies would be willing to pay for a system as useful as CHIN; others felt a fee creates a barrier for agencies that struggle with funding. The importance of having as many agencies on CHIN as possible was discussed. The group agreed that if the fee were to be waived, agencies would need to commit to being active in the system and would need to maintain a certain level of data quality to keep the licenses. The Committee agreed the first year should be seen as a one-year pilot project.
 - A motion was made and approved to waive user fees for all current CHIN users for 1 year. The BoS will form a committee to target the CoC's additional licenses to agencies that are not on CHIN yet and create a policy for users who receive no-fee licenses to be upheld to standards of data quality and use, or their license will be terminated. Next year, the BoS will reevaluate which agencies should get no-fee licenses [Alexander, McWhirter].

Written Steering Committee Highlights

- Corey asked if it would be helpful for her to send Regional Leads a short summary after each Steering Committee meeting that they can share with their Regional Committees. The group agreed that this would be helpful. Corey will begin sending out the summary as of today's meeting.

Regional Committee Updates

- Each Regional Lead in attendance provided an update from their Regional Committee.

Next Meeting: Tuesday, July 2 at 10:30.