

OHIO BALANCE OF STATE CONTINUUM OF CARE CoC Board Meeting

MEETING INFORMATION

Date: Monday, May 23, 2016
Time: 10:00am
Location: Webinar and conference call

Region 1	Angie Franklin	Region 7	Mary Jo Westfall	Region 13	Absent
Region 2	Ragan Claypool	Region 8	Dawn Rauch	Region 14	Rochelle Lopez (proxy for Debbie Groves)
Region 3	Absent	Region 9	Deb Tegtemyer	Region 15	Elaina Bradley
Region 4	Debbie Kubena-Yatsko	Region 10	Absent	Region 16	Bambi Baughn
Region 5	Absent	Region 11	Chuck Bulick	Region 17	Absent
Region 6	Absent	Region 12	Marva Cowan	Region 18	Cindy Anderson
At – Large VA	Absent	At-Large Youth Provider	Absent	At-Large CSH	Absent
At – Large DV	Absent	At-Large OHFA	Absent	At – Large OCCH	Beth Long
At-Large Mental Health	Christine Lakomiak				
ODSA	Scott Gary			ODMHAS	Doug Bailey
COHHIO	Erica Mulryan, Amanda Wilson, Barbara Miller, Genelle Denzin				

MEETING NOTES

1. Ohio BoSCoC HMIS Participation Fee Policy

Erica opened discussion by reminding CoC Board members that they would first be making a decision about which per-license fee option to include in the HMIS Participation Fee Policy. Then they would approve the Policy itself. Board members agreed that they were ready to vote on the per-license fee option. Since there were 2 options (called Option #2, #3) that Board members were voting on, based on pre-selection of those options, Erica read the names of each Board member in attendance and asked which option they were voting for. Votes were as follows:

- Per-license fee option # 2
 - Board members voting in favor of option #2 included:
 - Christine Lakomiak
 - Debbie Kubena-Yatsko
 - Elaina Bradley
 - Chuck Bulick
 - Cindy Anderson
 - Mary Jo Westfall
 - Board members voting in favor of option #3 included:
 - Marva Cowan
 - Angie Franklin
 - Bambi Baughn
 - Beth Long
 - Dawn Rauch
 - Deb Tegtemyer
 - Doug Baily
 - Ragan Claypool
 - Debbie Groves (by proxy, Rochelle Lopez)

ODSA and COHHIO’s HMIS rep to the CoC Board both abstained from voting.

Option #3 was the selected per-license fee option for the HMIS Participation Fee Policy.

Erica moved the discussion forward to the HMIS Participation Fee Policy document itself. Erica asked for any final questions or discussion before approval of the policy. Debbie Kubena-Yatsko raised questions related to how fees would be handled for those agencies that may not have licenses for their own staff to do data entry, but instead have partnered or contracted with another agency to do that for them. This does occur sometimes in PSH projects where the grantee is a PHA or MH Board but the sponsor or sub-recipient essentially manages all aspects of the project, including data entry. As the Board continued to discuss, Scott Gary suggested that the Board may need to consider an option whereby all organizations were charged something even if they had no end-users in house, since quality management and implementation of the HMIS benefits all providers and is the responsibility of all providers (and the CoC).

Based on this discussion, the CoC Board agreed to have Erica revise the per-license fee options to include a fee to be paid by those agencies with no end users but who still have data in HMIS, and to update the Participation Fee Policy to incorporate her recommendation. Erica will then email both documents (the policy and the detailed per-license fee structure) to the CoC Board for review and approval by the end of the week.

The Board and CoC staff further agreed to reschedule the webinar slated to discuss and share the HMIS participation fees info for the following week.

Erica shared that the HMIS Policies and Procedures document will also need updating to reflect the participation fee policy, once finalized. The Board agreed to review and consider the updated P&P for approval by email as well.

2. HMIS Governance Charter

Chuck Bulick moved to approve the updated Ohio BoSCoC HMIS Governance Charter. Debbie Kubena-Yatsko seconded it. CoC Board members voted unanimously to approve the updated HMIS Governance Charter. No abstentions.

3. HMIS Data Quality Standards

Debbie Kubena-Yatsko moved and Angie Franklin seconded approving the updated Ohio BoSCoC HMIS Data Quality Standards. CoC Board members voted unanimously to approve the updated HMIS DQ Standards. No abstentions. Erica noted that the HMIS team recently updated the names of the DQ reports available in HMIS and the DQ Standards will be updated with those accurate report names before release.

4. Ohio Data Warehouse MOU

Erica shared that the CoC Board chair is required to annually sign an MOU to participate in the Ohio Data Warehouse. The CoC Board chair signs on behalf of the CoC Board. Since the board previously approved participation in the data warehouse and also approved signing the MOU, Erica suggests that board approval is not likely needed on an annual basis since the nature of participation has not changed. No Board members disagreed.

Erica agreed to work with Sarah Masek, CoC Board chair, to get the MOU signed and sent to OHFA.

5. FY2015 CoC Competition Debrief

CoC Board members indicated that they were not in need of a more detailed debrief on the FY2015 CoC Competition and awards. Erica encouraged board members to contact her directly if there was anything they wanted to discuss.

5. Ohio BoSCoC Coordinated Entry Policies and Procedures

Erica shared with the board that CoC staff and the Coordinated Entry workgroup have been working on drafting CE policies and procedures that will guide updated and comprehensive implementation of CE systems at the local level across the CoC. Erica shared that the document, as well as identification of a new common assessment tool, is very far along and CoC staff should be ready to share for initial CoC Board review well in advance of the next CoC Board meeting. The goal is to have the CoC Board approve the CE P&P document and implementation plan and timeline within the next few months.

NEXT STEPS

Erica agreed to update the HMIS Participation Fee Policy document and per-license fee options to reflect discussion outlined above, and send out for approval by email in the next couple days.

Erica and the HMIS will get the updated and approved HMIS Governance Charter and DQ Standards published.

Erica will work with the CoC Board Chair to sign the updated Data Warehouse MOU.

NEXT MEETING

Date: July 25, 2016 10AM
Time: 10AM
Location: Webinar/conference call