

# Ohio Human Services Data Warehouse

## GOVERNANCE AND DECISIONS

The Ohio Human Services Data Warehouse (OHSDW) Steering Committee is the governance body for the OHSDW, responsible for overall guidance and key project decisions and agreements. The basic understanding and agreements governing CoC participation in the OHSDW are set forth in the governance document, “Guiding Principles.”

The OHSDW is a collaborative effort among co-equal partners. Its success depends upon the willingness of the partners to share not only the benefits of the project, but also the responsibilities. All key project decisions are made with the goal of group consensus in mind. Building consensus is one of the group’s most important activities, and critical issues will receive the time and attention needed to achieve consensus. The OHSDW is a statewide project. Therefore, OHSDW members keep a broader statewide perspective in the forefront when discussing and making decisions about the data warehouse.

OHSDW may, from time to time, create a committee or committees to handle specific activities relating to the data warehouse. The work and decisions of such a subordinate committee or committees is subject to the approval of the Steering Committee. An OHSDW representative may bring other local staff to meetings, such as the local HMIS staff, when their views or perspectives can help inform decisions.

### Decision-Making Principles

- Each participating CoC carries equal weight in the decision making process. It is the responsibility of the CoC to identify the entity or person eligible to vote for the continuum. It is understood that each vote represents the decisions and desires of each respective CoC as a collective entity, not that of the representative as an individual.
- A quorum of participating CoCs is required for all decisions. A decision by consensus requires a quorum of a minimum of two-thirds of participating CoCs.
- Adequate notice will be given for any agenda items requiring a vote to allow for CoC consideration, commensurate with weight of the decision to be made. An individual CoC may request more time for local discussion of any issue. All such requests must be emailed to the Steering Committee and approved by consensus prior to the meeting date.
- Decisions can occur during in-person OHSDW meetings, by teleconference, or in writing, via email. For a written decision, sufficient contextual information must be included or attached to explain the decision to be made. A reasonable deadline, based on the circumstances of that is reasonable under the circumstances must be provided for review, approval, and comment. All votes submitted in writing will receive confirmation of receipt within the 24 hour voting window.
- OHSDW decisions and agreements are valid when adopted and recorded in the OHSDW Steering Committee minutes, maintained by OHFA; separate written agreements are not needed.

### Working in Good Faith

CoCs may cease participation in OHSDW at any time; however, each participating CoC understands that a decision of one CoC to leave the OHSDW would have an adverse impact on the other collaborating CoCs and upon the quality of regional data. Therefore, each local CoC representative will negotiate in good faith with OHSDW Steering Committee to find a solution that will allow continued OHSDW participation.