Governance Committee Meeting
January 26, 2015

**Present:** Martha Are, Ellen Blackman,  Steve Crane, Nicole Dewitt, Heather Dillashaw, Darryl Kosciak, Andrea Kurtz, Lora Moree, Denise Neunaber, Shana Overdorf, Cecilia Peers, Rebecca Pfeiffer, Jamie Rohe, Corey Root, Tia Sanders-Rice, Lloyd Schmeidler, Matt Schnars, Bob Silber, Bob Taylor, Dee Taylor, Tim West, Paulette White

**Others Present:** Thurston Alexander-Smith, Gerry Leslie, Mike Lindsay, Barb Ritter, Libby Stanley

**Minutes**
- January 12, 2015 minutes were approved [Kosciak, Crane].

**Communications workgroup**
- The Communications work group has finalized the FAQ and created a contact list to share with providers. The link to FAQ will be sent out today 1/26/15 via email; GC members should forward the link to their community. Changes to the FAQ or contact list should be emailed to Nancy Holochwost by 3:00PM on Monday 1/26/15.
- A page detailing the HMIS transition will be added to NCCEH website at www.ncceh.org/hmis/transition
- The GC requested a document from MCAH in regards to their new work in NC. The Communications work group will follow up on this

**Budget**
- Two documents were reviewed.
  - MCAH Final Budget (Jan-June 20115)
    - Includes items that the GC requested to be added or changed at the last GC meeting. The total budget is slightly higher than the amount that was approved at the Jan 12 meeting.
  - NC HMIS Fees(Jan-June 2015)
    - This chart uses the 2014 HIC (total beds from HDX via CHIN) to split the shared costs for MCAH's transition budget and estimated Bowman costs. CHIN fees that were approved in December and a column for communities to add their local costs are also on the chart to enable CoCs to view their full cost in one place.
    - Motion passed to approve final MCAH budget of expenses submitted by MCAH on 1/26/15 and spread of MCAH and Bowman costs by CoC based on 2014 HIC total beds, and chart submitted by Denise Neunaber of costs of Jan-June 2015 that estimates costs per CoC made [Motion: Schmeidler, second: Root, against: Kosiack].
    - If expenses are higher than what is detailed in budget, MCAH will return to GC for review and approval.

**Transition Subcommittee Update**

- Financial Work Group
  - A new financial work group will make recommendations to the GC for creating new financial reports and billing procedures. Members: Denise, Tim, Mike
- Privacy Work Group
  - Working on recommendations for GC committee for the February 9th meeting
  - All members should watch MCAH privacy training video before the February 9th meeting
- Hiring Subcommittee
  - MCAH hiring two staff
  - GC will assist MCAH with interviewing MCAH staff who will live in NC
  - Hiring committee will represent diversity of state and skill set
- Timeline for Local System Administrators
  - Dates to use for local planning:
    - Decide who will hire System Administrator by January 30, 2015
    - CoCs should aim to have staff hired by April 1, 2015 for staff to take advantage for MCAH's first available LSA training. Additional training will be available at later dates for CoCs who hire on a delayed schedule.
    - CoCs were asked to report on current status for hiring LSAs:
      - Forsyth- City will hire LSA, may have another person designated
      - Buncombe- City will hire LSA; person already hired
      - Durham- NCCEH will staff LSA
      - Balance of State- NCCEH will staff LSA
      - Guilford- Debbie Bailey at Partners Ending Homelessness will be LSA
      - Mecklenburg- County will hire LSA; job description will be posted in the next few weeks
      - Tri-HIC- Council of Governments will hire CoC Administrator and LSA responsibilities are built into this position
      - Wake- Proposing to board that NCCEH will staff LSA
      - Gaston/Lincoln/Cleveland- No report
      - Cumberland- The county will hire LSA
      - Orange- NCCEH will staff LSA
      - Northwest- Bob Taylor at Hospitality House of Boone will be LSA
- Timeline for Agency Administrators
  - A webinar is being planned for late February to inform agencies about the role of an agency administrator

Adjourned at 3:00PM

Next meeting will be held on February 9, 2015 in Greensboro, NC