



A program of the North Carolina Housing Coalition

## CAROLINA HOMELESS INFORMATION NETWORK

118 St. Mary's Street | Raleigh, NC 27605 | 877.703.3176 (Help Desk) | 919.881.0350 (FAX)

### Governance Committee Meeting Agenda

Monday March 23, 2015

1 – 3 PM

via conference call

call-in number: 1-218-548-3064, passcode 1234#

#### 10:00 WELCOME & CALL TO ORDER

<b>ONE</b>	<b>Presenter:</b> Andrea Kurtz	<b>Estimated Time:</b> 10 min
	<b>Background Information:</b> This meeting is for CHIN Governance Committee Members and their alternates.	
	<b>Supporting Materials:</b> <a href="#">CHIN Governance Committee Member List</a>	

#### APPROVAL OF MINUTES

<b>TWO</b>	<b>Presenter:</b> Andrea Kurtz	<b>Estimated Time:</b> 5 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Supporting Materials:</b> <ul style="list-style-type: none"><li><a href="#">March 9 Meeting Minutes</a></li></ul>	

#### REVIEW MCAH BUDGET

<b>THREE</b>	<b>Presenter:</b> Eric Hufnagel & Tim West	<b>Estimated Time:</b> 20 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> <p>MCAH has prepared a revised draft for their proposed budget for July 2015 – June 2016. The Financial Work Group has reviewed the changes and created a document that summarizes the changes and a document that divides the budget into cost by CoC. Eric will be on the call to explain the revisions. If the committee is comfortable with the budget, a motion for approval will be needed.</p>	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"><li><a href="#">MCAH July 15-Jun16 Proposed Budget</a></li><li><a href="#">MCAH July 15-Jun 16 Cost by CoC</a></li><li><a href="#">Financial Work Group's Summary of Changes to Revised Budget</a></li></ul>	

## APRIL TRAINING SCHEDULE

<b>FOUR</b>	<b>Presenter:</b> Beth Bordeaux & Gerry Leslie	<b>Estimated Time:</b> 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> MCAH will hold trainings across the state the week of April 20 <sup>th</sup> . NCEH is coordinating the logistics of the trainings in partnership with a local host and MCAH will prepare and present the content of the trainings. The trainings will be 9:30 – 3 and NC BoS users will stay until 4:30 to meet with NCEH staff. April 20: Charlotte April 21: Asheville April 22: Triad April 23: Triangle April 24: Wilmington	

## COMMUNICATION WORK GROUP UPDATE

<b>FIVE</b>	<b>Presenter:</b> Corey Root	<b>Estimated Time:</b> 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> NC HMIS Governance Committee members have a high degree of involvement with the HMIS transition process. The Communications workgroup have developed protocols to streamline and clarify the processes for sending messages internally and externally.	
<ul style="list-style-type: none"> <li>• <a href="#">Draft Communication Protocols for Transition</a></li> </ul>		

## CHIN TRANSITION

<b>SIX</b>	<b>Presenter:</b> Tim West & Andrea Kurtz	<b>Estimated Time:</b> 30 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> CHIN has submitted actuals for January & February, an updated actual for July – Dec 2014, and an updated billing summary. These financial statements and other transition plans will be discussed.	
<ul style="list-style-type: none"> <li>• <a href="#">CHIN's Jan &amp; Feb Financial Statements</a></li> </ul>		

## PRIVACY WORK GROUP UPDATE

<b>SEVEN</b>	<b>Presenter:</b> Tia Sanders-Rice	<b>Estimated Time:</b> 10 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> At the 2/9/15 Meeting, the GC approved recommendations from the privacy workgroup on privacy rules, data entry and interagency sharing. These recommendations are guiding the development of NC HMIS privacy documents. The workgroup will provide an update on the current status of privacy documents.	

## 3:00 ADJOURN

*Next Meeting: April 13, 2015 10 AM – 4 PM in Greensboro*

GO HAWKS!

