

**Governance Committee Meeting
Greensboro, NC- In Person
April 13, 2015**

Members Present: Brian Alexander, Matt Alexander, Debbie Bailey, Beth Bordeaux, Steve Crane, Kim Crawford, Nicole Dewitt, Heather Dillashaw, Darryl Kosciak, Tina Krause, Andrea Kurtz, Lora Moree, Denise Neunaber, Shana Overdorf, Cecilia Peers, Rebecca Pfeiffer, Jamie Rohe, Lloyd Schmeidler, Matt Schnars, Bob Silber, Bob Taylor, Dee Taylor, Tim West

MCAH staff present: Gerry Leslie, Susan Saul

CHIN/NCHC staff present: Satana Deberry, Sonia Ensenat, Laura McDuffee

Others Present: Michael Lindsey, Danielle Progen, Libby Stanley

CHIN closeout

CHIN staff reviewed progress on their work plan. Closeout is still on schedule for April 30, 2015

Can transition nchomeless.org site to nchmis.org in early May

There was an extended discussion around what happens when a CoC doesn't pay its full fee or if a CoC has a credit after April 30, 2015. NCHC will not give refunds until all payments are made and reconciled with the budget and expenses. NCHC urged all CoCs to pay all invoices to meet the budget and then they would return any excess funds after actual expenses through April 30, 2015 are confirmed. NCHC is unsure if they can move funds to MCAH, will need guidance from accounting. Need direction from GC on where any credit funds will go after reconciliation.

Concerns noted:

- an outstanding credit (Mecklenburg) from a prior period
- Tri-Hic CoC requesting invoice with actual expenses paid before making payment

A plan was made and approved to close-out CHIN costs.

- Every CoC will make best effort to pay its fees per invoice by mid-May
- By May 31st, all program costs (thru April 30) and revenue will be accounted for and NCHC will provide updated financials to the GC.
- The GC will review financials and based on the reconciliation, the GC will determine who has paid in, and how credit is disbursed.
- NCHC will keep Balance of State CoC HMIS grant and will bill closeout costs to BOS through June 30, 2015, pending HUD approval. BoS will cover administrative closeout costs if HUD allows this. If HUD will not allow, NCCEH will bring back to GC with a "do not exceed amount." [Neunaber, Schmeidler, opposed: Peers].

Approval of Minutes

The minutes were accepted as presented by common consent.

Update from MCAH: Gerry Leslie

Training

Privacy training at in-person meetings this week is full-fledged; participants may be certified afterward attending. In addition to privacy and security, face-to-face training will include: System overview- capabilities, Bowman modules, how to incorporate new tools in workflow, and a transition timeline.

Transition starts May 1st; CHIN has legal authority until April 30. After face-to-face trainings, MCAH will conduct live webinars to get a feel for where users are. Then they will record the trainings and post on nchmis.org website.

Local System Admins (LSA) and Agency Admins (AA) will learn how to update provider pages during migration meetings with LSA and AAs. They will be trained and make page updates at the same time during a daylong meeting in each area within the two week migration rollout window.

Tomorrow is the first LSA call-in meeting. AAs are encouraged to attend. System admins from Michigan will be on this call to talk about their roles and answer questions.

Proposed migration rollout schedule:

Triad: May 4-15th

Mecklenburg: May 18-29th

Wake, Durham, Orange: June 1 – 12th

Asheville/Northwest: June 15 – 26th

Tri-Hic/ Cumberland: June 29 – July 10th

Balance of State: July 13 – 24th

A motion was made to approve the roll out schedule proposed by MCAH; Gaston-Lincoln-Cleveland CoC will be added to the schedule according to the time and location that best meets their needs [B. Alexander, Kosciak].

A motion was made to set a deadline for all CoCs to have a go-live with privacy, workflows, data standards by July 31st [Dillashaw, Bailey].

Finance Work Group Update

A transition contract is being developed to cover Jan 2015- June 2015. A separate annual contract will be developed for July 2015- June 2016.

A scope of work for the transition time period (Jan –June 2015) was reviewed.

A four-part motion was made and approved regarding the of scope of work for the NC HMIS transition scope of work:

1. Additional section should be added with language to capture additional work (other duties as assigned by the GC and negotiated by both parties).
2. A contract will be worked on by the small group, not come back to GC. CoCs' with fiduciary will sign contract.
3. Language with initial evaluation will be included in the annual contract. By midpoint of annual contract GC will develop an annual evaluation process, system and tools to measure HMIS performance
4. GC will have responsibility of discussing updates to the contract; annually thereafter GC will review contract to make necessary changes as we see fit.

[Kosiack, B. Alexander].

Motion:

BoS and Mecklenburg will pay infrastructure costs for Bowman contract on behalf of NC HMIS, then costs allocation may be reapportioned to keep total balance between CoCs according to previously identified formula [Kurtz, Bailey]. (see budget document)

Bylaws workgroup

Recommendation from Bylaws workgroup: Adopt interim MOU until June 30.

The MOU is needed in place when MCAH begins to run the implementation, so we have some agreement between MCAH and CoCs. The MOU reviews the roles and responsibilities for MCAH and NC CoCs. CoCs will sign the MOU, rather than GC.

HUD has said that MCAH is our lead agency and we have to use that language; this will impact consolidated application.

Recommended edits to MOU:

- 9d: Pull 9d out, move to its own section
- Designate an eligible applicant: each CoC will designate HMIS funds that will best allow them to participate in the statewide HMIS
- 8b and 8f: remove the acronym HAG, spell out others
- 5 (under MCAH section): Remove references to NC HMIS bylaws
- 2 (under NC section): Remove references to NC HMIS bylaws

Heather will re-send document tomorrow morning; she will also work with Mike on cover letter language to clarify level and summary of commitment. There will be 12 MOUs, one for each CoC. CoCs should sign by May 1, 2015 and send signed copy via certified mail. MCAH will PDF an executed copy back to the CoC.

GC participants have until Monday (4/20/15) to submit comments on draft bylaws and list of items that Danielle emailed after she and Mike reviewed for consistency between bylaws and MOU documents. Andrea will send out to GC via email and will work with Beth to compile results of comments.

The Recommendation from the Bylaws Work Group to accept interim MOU with amendments was approved [Bylaws Work Group, Schmeidler].

A special meeting will be on April 27 in person to discuss bylaws and key issues related to bylaws.