



A program of the North Carolina Housing Coalition

CAROLINA HOMELESS INFORMATION NETWORK

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Governance Committee Meeting Agenda

Monday, April 27, 2015

1 – 3 PM

via conference call

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

1:00 WELCOME & CALL TO ORDER

ONE	Presenter: Andrea Kurtz	Estimated Time: 5 min
	Background Information: This meeting is for Governance Committee Members and their alternates.	
	Supporting Materials: CHIN Governance Committee Member List	

APPROVAL OF MINUTES

TWO	Presenter: Andrea Kurtz	Estimated Time: 5 min
	Goal: <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Supporting Materials: <ul style="list-style-type: none"> • April 13th Meeting Minutes 	

FINANCE WORKGROUP UPDATE

THREE	Presenter: Tim West	Estimated Time: 30 min
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	Formal Approval Needed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Background Information: The Finance Work Group will present a contract for CoCs (or their fiscal designee) to execute with MCAH. An update on close-out with CHIN will also be given.	
	Supporting Materials: <ul style="list-style-type: none"> • Draft Transition Contract with MCAH • CHIN Financial Report 	

PRIVACY DOCUMENT APPROVAL

FOUR	Presenter: Tia Sanders-Rice	Estimated Time: 20 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Background Information: Privacy Documents will be presented for approval.	
	Supporting Documents <ul style="list-style-type: none"> • Draft Client Release of Info & Sharing Plan • Draft QSOBAA • Draft Users Agreement 	

GOVERNANCE DOCUMENT TIME LINE

FIVE	Presenter: Andrea Kurtz	Estimated Time: 10 minutes
	Goal: <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	Formal Approval Needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	In partnership with the governance document workgroup we have developed a timeline for the completion of critical governance documents, including interim MOU, Privacy, Policy & Procedures, by-laws and long-term MOU.	
	Supporting Documents <ul style="list-style-type: none">• Governance Document Timeline	

3:00 ADJOURN

Next Meeting: *May 11 10 AM - 4 PM in Greensboro*