

**Governance Committee Meeting  
via conference call  
April 27, 2015**

**Members Present:** Brian Alexander, Beth Bordeaux, Steve Crane, Kim Crawford, Heather Dillashaw, Andrea Kurtz, Darryl Kosciak, Tina Krause, Cecilia Peers, Rebecca Pfeiffer, Corey Root, Jamie Rohe, Tia Sanders-Rice, Lloyd Schmeidler, Matt Schnars, Bob Taylor, Tim West

**Others Present:** Erik Hufnagel, Gerry Leslie, Mike Lindsey, Danielle Progen, Barb Ritter

**CoCs not represented:** Cumberland, Wake

**Approval of Minutes from 4/13/15**

Materials: draft minutes

Addition to 4/13/15 minutes: Under bylaws workgroup, add, "HUD will use mechanism in esnaps to allow submission of applications by parties other than HMIS lead."

Someone needs to work with Mike to draft a statement to this effect that can be formalized by HUD.

Task not assigned.

Motion to accept minutes with changes: Brian Alexander

Second: Cecilia

Passed

**Finance** – Tim West provided update from Finance/Budget Committee, Committee members: Danielle, Darryl, Denise, Eric, Mike, Rebecca and Tim (chair).

Contracts between CoCs and MCAH:

Materials: contract

- Developed transition contract to pay MCAH; sent out today and on website
- Proposed that communities have contracts signed by CoC May 11; communities that need more time should let the GC know and aim to have contract executed by May 22

CHIN Financial report:

Materials: CHIN financial report

- CoCs should work to continue to pay their bills
- HUD has given an OK for NCHC costs in May and June to be billed to BoS; no costs billed to other CoCs after April 30, 2015; expect to be able to resolve credits in June.
- CoC payment updates:
  - Forsyth requested a check to be sent to NCHC for costs through the end of March
  - Durham has followed up with small amount owed and payment plan is in process
  - Mecklenburg has one agency with a delayed payment. Rebecca is working on this – asked if the payment should go directly to CHIN even if after April 30<sup>th</sup>? Answer: yes; Two agencies in Charlotte received checks for overpayment last week,
  - Northwest mailed a check last week
  - Wilmington has requested that United Way make payment
  - Orange requested check for payment be processed

**Privacy:** Tia Sanders-Rice and Barb Ritter presented

**Materials:** Administrative QSOBBA, Sharing QSOBBA, User Agreement & Client Release of Information & Sharing Plan forms

- Four documents returned from attorney review and presented to GC for approval- Administrative QSOBAA, User Agreement, Sharing QSOBAA, and Client Release of Information & Sharing Plan
- On Sharing QSOBBA, Anyone who has access to more than one agency's identified information should sign this form in addition to the Agency. At minimum that would include the LSA Agency and MCAH but may also include CoC lead. Additional signature lines may be added.
- New updates made to documents after attorney review:
  - References to 2-tier release process have been deleted
  - Language consistency across documents
- Final reconciled documents will be sent to CoCs with only minor, non-substantive edits.
- Recommendation from Privacy workgroup to approve Administrative QSOBAA, User Agreement, Sharing QSOBAA, and Client Release of Information & Sharing Plan
- Any substantive changes to docs should be submitted to MCAH as an addendum

Motion to adopt the 4 presented privacy documents with only minor clean-up edits made by Privacy Committee

Second: Tim West

Passed

**Governance Document Timeline** – Presented by Danielle for the Project Management Committee  
Committee members: Danielle, Heather, Andrea and Mike

- Developed a timeline for the completion of critical governance documents, including interim MOU, Privacy, Policy & Procedures, by-laws, and long-term MOU.
  - Interim MOU- CoCs need to sign and return to MCAH by May 31
  - MOU between GC and CoC- currently, no timeline for this. Will be developed after by-laws
  - Governance by-laws- Committee discussed having a strong draft completed and distributed by May 11. Final version will be distributed at the second May GC meeting (date to be determined because regularly scheduled meeting falls on Memorial Day)
  - Policy & Procedures- draft by mid-May, will be reviewed at in person GC meeting

Timeline presented as a motion by Project Management Committee

Passed

Meeting adjourned at 2:04PM.

Next meeting is in person on May 11, 2015