

Lloyd Schmeidler called the meeting to order at 1:32 PM

Present: Brian Alexander, Debbie Bailey, Beth Bordeaux, Kim Crawford, Heather Dillashaw, Tina Krause, Denise Neunaber, Shana Overdorf, Cecilia Peers, Rebecca Pfeiffer, Jamie Rohe, Corey Root, Tia Sanders-Rice, Lloyd Schmeidler, Bob Silver, Bob Taylor, Dee Taylor, Christiana Tugman, Tim West

MCAH: Sue Saul

HUD & HUD TA: Danielle Progen

Absent CoCs: Gaston-Lincoln-Cleveland

APPROVAL OF MINUTES

The minutes from the May 11th meeting were reviewed and approved with the correction that a repeated line in the attendance will be removed [B. Alexander, Bailey]. There was a request that language be added to include who submitted/compiled the minutes in the future.

FINANCE WORK GROUP

Work Group Update: – Report by Tim West

The Finance Work Group members have been Rebecca, Denise, Darryl and Tim, with support from Mike & Danielle. The group last met 5/21/15.

Contracts:

- As of May 21, MCAH reported receiving 7 transition contracts and 6 MOU's. Everyone is encouraged to get transition contracts in. Tim reminded the group that these were due last Friday.
- Bowman annual infrastructure cost bill: Mecklenburg and BoS are working on it. Mecklenburg will pay this week. BoS is working on securing needed contract language.
- The Bowman bill was \$458.99 lower than anticipated, which we need to factor in to our next collaborative payment calculations.

Draft invoice template:

- The work group reviewed last version, minor changes suggested to MCAH which Eric agreed to make. We'll all get billed soon and need to be ready to pay, pursuant to our transition contract.
- Work group needs to start working on a NC payment plan for MCAH annual costs, including working with MCAH on the annual scope of work and contract. The work group will consider cash flows and grant operating dates and may pull in additional GC members to assist with modeling how it could work.
- In the meantime the work group will meet this Thursday to talk about a plan to pay the May and June costs due to Bowman, which are due now.

TRANSITION UPDATE

MCAH Update - Report by Sue Saul

Migration/Provider Page trainings are going well. Trainings have been completed in Guilford, Forsyth, and Mecklenburg. Next trainings scheduled for Durham-June 5th, Wake- June 10th, and Asheville.

Gerry is on medical leave this week and expected to return next week. If there are system support needs, please contact Sue.

New trainings and materials are going up on NC HMIS website daily. Sue will develop a check list for what trainings are needed for new users.

There was a clarification of communication process: Users contact Agency Admins for support. Agency Admins and CoC Leads contact Local System Admins for support. System Admins work with Sue Saul/MCAH Help Desk as needed to provide support to each CoC. There may be more joint communications as we get through migration but for the most part, communication should flow through these channels.

Policies & Procedures Review: - reported by Lloyd Schmeidler

- Propose the language of “15 calendar days” to clarify places where policies indicated that data should be entered within 15 days.
- Review of Policy & Procedure process: this document was not prepared at the last GC meeting. A small workgroup of Beth, Andrea & Barb was used to finalize the Participation Agreement and Privacy Script. As this group completed the work on these two documents, Barb sent the first draft of Policies & Procedures to the same group. When she did not hear any feedback, she posted the Policies and Procedures on the nchmis.org website. Some additional review has taken place since that time and Lloyd has suggested a number of proofing edits.
- This is a document is a basic template and can be adapted by CoCs. CoCs can strengthen or add to the policies and procedures but cannot reduce or loosen them.
- During the discussion, it became clear that people had not read the document and there were concerns about approving with many not having read and without a committee fully vetting it.
- Heather proposed to have this go to the By-Laws Work Group for thorough review and to be brought back for adoption on the 8th.
- Comments need to go to Heather no later than Friday at noon.

MCAH Staffing update

MCAH wants to go ahead and hire the second position for NC. Not sure if that hire will be by July 1 or not. Gerry will leave NC July 10th. Last two BoS migration trainings, according to the original schedule developed for migration rollout, will be after he has returned to Michigan. Denise stated concern that Balance of State was not getting the same level of support from MCAH as other CoCs. The committee discussed the potential need for reconvening the hiring work group, but decided no action was needed until more information and a timeline were known.

BYLAWS WORK GROUP

Bylaws Update – report by Heather Dillashaw

- Heather will send most current draft out and people should send her comments by Friday at noon. Both this document and the Policies and Procedures will be ready for the GC on June 8th.

The Participation Agreement was reviewed and approved [Neunaber, Dillashaw].

Discussion: Question about 15-days for data entry is the same as in the Policies & Procedures.

Response of concern about holding this document up since it is required for agencies that have

migrated to have formal relationship with MCAH. – Sense of urgency to get this document finalized.

UPDATE ON RESPONSE TO MCAH

- Andrea has drafted response that went to the Project Management Committee for review to help her ensure that she was capturing all of the various positions that were presented in the transition call in response to Eric's letter. The final letter will be shared with GC and will be sent out this week.
- A continued concern for us to move into the next steps rather than just talking about it was expressed.

Meeting Adjourned.

Next meeting: at new location, 10:00 am – 4:00 pm, June 8th.

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