

NC HMIS Governance Committee
June 8, 2015
Meeting Minutes

Present: Brian Alexander, Debbie Bailey, Beth Bordeaux, Kim Crawford, Andrea Kurtz, Lora Moree, Denise Neunaber, Shana Overdorf, Cecelia Peers, Rebecca Pfeiffer, Jamie Rohe, Corey Root, Lloyd Schmeidler, Robert Silber, Bob Taylor, Christiana Glenn Tugman, Tim West
MCAH: Eric Hufnagel (by phone), Gerry Leslie, Barb Ritter (by phone), Sue Saul
HUD & HUD TA: Mike Lindsay (by phone), Danielle Progen, Libby Stanley,
Absent CoCs: Gaston-Lincoln-Cleveland, Fayetteville

Meeting started with hat exercise led by Andrea where members of the GC identified the different roles they each play in relationship to the GC.

Approval of Minutes

- Approved with the addition of Lora Moree to attendance on May 26, 2015 meeting [Alexander, Bailey; all in favor, none opposed].

By-Laws Work Group Report

- By-laws have gone through several iterations, have been presented to Governance Committee before. The Work Group received input from HUD TA and now the by-laws are being presented for adoption [approve by-laws as amended below; Schmeidler, Crawford; all in favor, none opposed; Bailey, Overdorf, Tugman abstained]. The by-laws will now need to be approved by the 12 CoCs.
 - Change Article III (5) to read “ Set a cost sharing agreements between the CoCs,” [Kurtz, Alexander; all in favor, none opposed; Overdorf abstained]
 - Per Article III (4) the governance committee monitors and oversees HMIC Lead Agency and HMIS Vendor. Add a new section to Article X section (C) The NC HMIS Monitoring Committee shall lead the process of monitoring HMIS Lead Agency and Vendor. Monitoring Committee will have 4 standing members at large and vice chair who will chair the committee. Committee members must be members or alternates. Add to Vice Chair responsibilities Article VII (C). Change Article X (C) Committee membership to (D). [Schmeidler, Alexander; all in favor, none opposed; Overdorf abstained]
 - Article IV (C) change to “A representative of NCCEH shall be an ad hoc, non-voting member to the NC HMIS GC to advise and support the NC HMIS GC.” [Rohe, Crawford; all in favor, none opposed; Overdorf abstained]
 - Article IV (D) change to “One member of HMIS Lead Agency, also representing HMIS vendor, shall participate in meetings of the full NC HMIS GC and may participate in Standing Committees of the NC HMIS GC listed in Article X as is helpful for NC HMIS GC members.” [Alexander, Rohe; all in favor, none opposed; Overdorf abstained]
 - NC HMIS GC will no longer have a Data Subcommittee
 - MCAH will do this work, reports on administration of HMIS and involve LSAs and others as needed
 - NC HMIS GC Monitoring Committee will evaluate MCAH performance
 - Article IX (4) remove “in excess of one hundred dollars (\$100)” [West, Rohe; all in favor, none opposed; Overdorf abstained]
 - Article X (B) Finance Committee add NCCEH as ad hoc member [Alexander, Peers; no vote] Friendly amendment to add NCCEH as ad hoc member to all standing committees

in Article X (A) (B) and (C) [Rohe, Crawford, all in favor, none opposed; Bailey, Overdorf, Pfeiffer and Neunaber abstained]

- NC HMIS GC will change fiscal year to July 1 – June 30 as currently reflected in Article XI (B)
- Article XII (B)(1) and (2) replace the word “nature” with “structure” [Peers, Alexander; all in favor, none opposed; Overdorf abstained]
- HMIS GC will clean document to standardize
 - nomenclature of numbers, letters
 - standardize capitalizations of committees, terms and acronyms
 - ad hoc or Ad Hoc
 - North Carolina or NC
 - COC or CoC
 - the use of the terms “representative” and “member”
 - member to mean voting or ad hoc member, part of committee all of the time
 - representative to mean a staff person representing an agency – how a person comes to a committee
 - ad hoc members serve an advisory role – they are full members of committees but cannot vote
- Policies and Procedures - tabled
- Nomination process and timeline for new executive committee - tabled

Local System Admin Group

- Beth & Sue will be gathering input from LSAs regarding what they would like to have regarding LSA meetings/forum and will bring that back.

Finance Work Group Report

- Budget
 - May & June Bowman costs have outstanding balance
 - Upcoming annual costs covered by BoS and Charlotte
 - MCAH working on quarterly cash flow financial statements
 - MCAH has costs that fluctuate greatly over different months, costs not divided equally over the course of the year
 - 1-2 CoCs should be able to cover these costs
 - MCAH has negotiated monthly payments to Bowman, but CoCs can pay lump sum balance of more than one month at a time if CoCs prefer to do this
- Invoicing
 - MCAH making changes to invoice template to add ongoing budget information so that GC can know where we stand as make payments
 - Similar to draft in circulation, will add a new tab
- Transition contracts
 - Almost all contracts from January – June 2015 are signed
 - Charlotte is not signed, some language about liability insurance needs to be addressed in final version
 - GLC in process to sign by 5 PM on June 8
 - They will pay NCHC and get ESG reimbursement, have money left over for MCAH
- Annual contract

- Tim and Darryl will take transition contract to make a draft of an annual contract and scope of work, working with MCAH, plan to have draft to review at next GC meeting on June 22
 - Should this be part of the work of the Monitoring Committee?
 - If contract is passed on June 22, most CoCs cannot get it signed by end of July
 - NCCEH state that the contract needed to have a scope of work with deliverables and a timeline for NCCEH to sign
 - MOUs also need to be renewed
- GC directs CoCs will sign 3-month extension to transition contract (to include proposed interim MCAH and Bowman costs) and MOUs through September 30, 2015. *need the first quarter projected billing so that we can add the amount to amend the contract
 Friendly amendment [Alexander]: GC will provide timeline for all documents (annual contract, MOUs, scope of work, deliverables with deadlines, overall financial plan) will allow more flexible review period for GC members, will be presented to full GC on June 22. [Kurtz, Rohe; all in favor, none opposed]
 - Need first quarter (July – September 2015) billing for MCAH and Bowman to change amount of contacts, scope of work and budget by quarters – MCAH will send this to Finance Work Group by Wed. June 10
 - Finance work group will make a template for contract and MOU extension to send out by June 18 for review at June 22 meeting
- MOUs
 - Charlotte is signed
 - TRI-HIC/Wilmington had a delay in signing, is in process
 - GLC in process to sign by 5 PM on June 8
 - Interim MOU will be HMIS Participation agreement required by the CoC grant competition
- NCHC financials
 - NCHC provided final documents, Finance work group will review these
- Bowman MOU with CoCs
 - How CoCs will pay Bowman, money will not pass through MCAH. Invoices will come from Bowman, will go directly to CoCs. Costs divided into
 - Annual costs (can be paid monthly)
 - Monthly
 - Also possible to pay Bowman through MCAH
 - MCAH will keep all costs separate
 - Keep in mind that if you are paying Bowman through MCAH, your costs for MCAH will increase (to include Bowman costs)
 - If CoCs bought new licenses before May 1, these are paid through either April or June 30
 - In Charlotte, they are offering the option to agencies to buy new licenses after July 1
 - In the future, GC will re-examine how annual costs are divided among CoCs given other CoCs buying other licenses
 - For existing licenses assigned to inactive users, but are assigned to a CoC, MCAH staff will be in touch by June 19 with LSAs re: which licenses can be reassigned
 - Currently 10 unassigned licenses
- Review process
 - Helpful to get materials more in advance of meeting

- Could reduce frustration of wordsmithing during meetings
- Some groups (municipalities) have many layers of review including attorney review, before signatures are possible and need a longer timeframe
 - Easier to get an amendment to an existing contract

MCAH Standing Report

- In the middle of migration
 - GLC has a LSA
 - First BoS migration meeting will be June 23, continue through end of July
- Barb has been working on reports, all will be in place by June 19
 - Data quality reports available and training is available online
- Gerry and Sue providing tremendous amount of technical assistance
- Moving to recorded webinar trainings, away from live trainings
 - Almost all recordings are up
 - Form is up to show who needs to take what
- Live provider administration training for Agency Admins and LSAs will continue through June 24, includes
 - Whole reports suite
 - Pretty much everything
- All NC HMIS site is not working currently, Gerry in touch with Katie to fix
- Working on workflows for SSVF and PATH, draft available by June 22
- Sue doing an audit of licenses, moving them down the tree, she will be in touch with LSAs, should be finished by July 8, she will compare information with CHIN license spreadsheet
 - MCAH will provide a list of licenses for each CoC before migration – both open and assigned; focusing on where the agency is
 - No problem to change license designation later if there is a mistake

Next Steps, Moving Forward with MCAH

- Tabled. MCAH requested to table the discussion and it was time to adjourn the meeting.

Future Meetings

- Calendar of future meetings - tabled
- July 13th in-person will be rescheduled
 - Will send a date survey, set July meeting date

Next meeting: Phone meeting, Mon. June 22, 2015, 1-3 pm

Minutes compiled by NCCEH staff.