

## NC HMIS Governance Committee Meeting Agenda

August 10, 2015

9:00 AM- 2:30 PM

United Way of Greater Greensboro

1500 Yanceyville St. Greensboro, NC

### 9:00 WELCOME & CALL TO ORDER

<b>ONE</b>	<b>Presenter:</b> Rebecca Pfeiffer	<b>Estimated Time:</b> 10 min
	<b>Background Information:</b> This meeting is for NC HMIS Governance Committee members, their alternates, and other interested parties.	

### 9:10 APPROVAL OF MINUTES

<b>TWO</b>	<b>Presenter:</b> Cecelia Peers	<b>Estimated Time:</b> 5 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Supporting Materials:</b> • <u>June 8 Meeting Minutes</u>	

### 9:15 EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

<b>THREE</b>	<b>Presenter:</b> Rebecca Pfeiffer	<b>Estimated Time:</b> 15 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> The Executive Committee will discuss their roles and responsibilities.	
	<b>Supporting Materials:</b> • Executive Committee Roles and Responsibilities	

### 9:30 FINANCE REPORT

<b>FIVE</b>	<b>Presenter:</b> Darryl Kosciak	<b>Estimated Time:</b> 1 ½ hr
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> The Finance Committee will provide an update including a review of current status of budget/invoicing, status of transition contracts/MOUs, update on annual contract/MOU, and a discussion of NCHC budget resolution. The Finance Committee will be established.	
	<b>Supporting Materials:</b> • Draft Annual Contract and Scope of Work	

### 11:00 PROCESS FOR PURCHASING NEW USER LICENSES

<b>SIX</b>	<b>Presenter:</b> Darryl Kosciak	<b>Estimated Time:</b> 30 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Background Information:</b> The Executive Committee will present a recommended process for purchasing new user licenses from Bowman for GC discussion and approval.	
	<p>Recommendation for purchasing licenses: Individual CoCs who need/want to buy additional licenses do so directly through the process identified by MCAH. Each CoC will pay the initial cost for the license. Then in preparation for the following fiscal year, the Finance Committee will incorporate new licenses into our state wide cost distribution plan for HMIS. Part of doing this work together is ensuring that all CoCs have what they need to be</p>	

	successful. Adequate license coverage across the state is one of those needs therefore a cost of doing business together in this way.
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**LUNCH 11:30 – 12:00**

**12:00 MCAH UPDATES**

<b>SEVEN</b>	<b>Presenter:</b> Eric Hufnagel/Barb Ritter/Gerry Leslie	<b>Estimated Time:</b> 1 hr
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> MCAH staff will provide an update on the implementation of NC HMIS.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• Buying Licenses Process Overview</li> <li>• MCAH Update to GC</li> </ul>	

**1:00 UPDATE ON BY-LAWS**

<b>SEVEN</b>	<b>Presenter:</b> Rebecca Pfeiffer	<b>Estimated Time:</b> 1 ½ hr
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input checked="" type="checkbox"/> Obtain Input <input type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> This time is being set aside to begin discussion on response to HUD's comments to by-laws.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• NC HMIS Governance By-Laws</li> </ul>	

**2:30 PM ADJOURN**

*Next Meeting: September 14, 2015*