

NC HMIS Governance Committee

June 22, 2015

Meeting Minutes

Present: Andrea Kurtz, Tim West, Christiana Tugman, Lloyd Schmeidler, Corey Root, Tia Sanders-Rice, Brian Alexander, Kim Crawford, Nicole Dewitt, Matt Alexander, Darryl Kosciak, Debbie Bailey, Rebecca Pfeiffer, Cecelia Peers, Shana Overdorf, Stephen Crane, Jamie Rohe, Tina Krause, Denise Neunaber, Emily Carmody, Beth Bordeaux

MCAH: Gerry Leslie (for his report out only)

HUD & HUD TA: Mike Lindsay, Christine Wing

Absent CoCs: Cumberland

MCAH Report – Gerry Leslie

See attached report for updates:

- NC Completed transition sessions
- Recorded Webinar Training report
- New Documents Available for NC HMIS
- Licensing Migration for Tracking License Utilization

ByLaws – Lloyd Schmeidler

Bylaws have been updated according to amendments made in the last meeting and reflected in the minutes from the last meeting. [LINK TO BYLAWS ON NCCEH WEBSITE](#)

Policies & Procedures Document has been through committee. This document represents minimum statewide standard. CoCs may adopt standards that are stricter. We need to review this standard document on a regular basis. MCAH has been actively involved in the development of this document.

Clarification – changes may need to be made from time to time. Need to determine the process for tracking and approving changes moving forward.

Motion to adopt Policies & Procedures ([LINK TO P&P ON NCCEH WEBSITE](#)):

[Brought forward by bylaws committee; Kosciak]

All in favor, none opposed

Finance – Tim West

- Tim changed the dates on the **Interim MOU** to July 1 – September 30; this is now ready to be used by CoCs. [LINK TO NEW MOU](#)
- **Contract extension** through Sept 30th is by amendment to the transition contract. The amendment only addresses the things that change. The following steps need to happen before the extension to the transition contact is complete:
 1. Eric needs to provide Q1 budget for period of July 1 to September 30 (should have already done this on 6/19)
 2. Denise needs to determine the cost-share dollar amounts each CoC owes based on the Q1 budget (**by 6/23 before noon**)

3. Tim will then update the contacts with the cost-share dollar amounts for which each CoC is responsible **(by COB 6/23)**
- The scope of work in the extension contract is for the whole year. There will be an * next to those items that will be work either in process or completed during the extension period.
 - **May and June Bowman Costs will be covered by MCAH**
 1. Originally when NC approved MCAH costs for Jan-May, they did *not* include Bowman costs in the budget; MCAH will pay Bowman for May and June because MCAH is under budget
 2. NC needs to look into how exactly the invoicing will work since MCAH has not yet received full funds from CoCs
 - Finance workgroup will draft the **annual contract**. Will develop the form for the scope of work, budget and the format of reports that we want to see. We also continue to tweak the invoice. Need to determine the timing for receipt of reports and invoices.
 - When invoices are received this week for transition costs CoCs need to pay them right away.
 - Andrea will confirm with Eric which CoCs MCAH is waiting to hear from on MOU and contracting
 - CHIN Financial Statements
 - Small group of Finance Workgroup will review these and plan to meet with Housing Coalition to discuss. Would appreciate any additional GC members who want to participate in this.
 - Any questions that folks have they can send to Tim and he will pass along to the small workgroup

New committee structure and next steps moving forward – Andrea Kurtz

We will blend this conversation.

Document posted in agenda NC HMIS Committee Reorganization Proposal

MCAH called Andrea this morning to discuss their frustrations which seem to be escalating.

- MCAH having difficulty working with NCCEH at the table, specifically noted difficulty working with Denise
- MCAH is having continued concern about completion of contracts and MOUs
- MCAH is making it clear that if these difficulties are not resolved, they will pull out of the role as NC HMIS Lead agency or they will establish separate relationships with each CoC that is willing to work within their parameters
- Need to bring concerns to the table. We cannot function if we are having different conversations off of the table than we are having on the table

Summary of Comments:

Denise (NCCEH):

- Frustrated NCCEH hasn't been receiving communication from MCAH
 - Points out things other people don't necessarily notice or are willing to speak out on to MCAH
 - The watchdog role is not the role NCCEH would prefer, would prefer a more collaborative role with MCAH
- Willing to have a discussion with MCAH; frustrated that she has reached out and Eric will not respond, even to issues related to contracting

- It's unclear what NCCEH's role is. Denise has asked for this from the GC. The response seems to be that some CoCs want NCCEH in a leadership role at the GC and others do not.
- Willing to share knowledge and explain anything to other CoCs that would like to handle tasks so NCCEH doesn't have to pick up the last minute to-do tasks which they are doing now

Tim (Forsyth):

- Sees the disagreement in calls between NCCEH and MCAH; wonders what else NC can do for a quicker turnaround

Shawna (Wake):

- Feels the back and forth is a necessary part of any collaborative process
- Understands the need to have an executive committee
- Concerned about MCAH's capacity; especially for the migration trainings. Training did not go well in Wake and agencies are expressing frustration

Jamie (Orange):

- Feels like what they are experiencing with MCAH is what they experienced with CHIN
- Thinks NCCEH is playing important role; they help protect Orange's interests because they pay close attention
- Would like to see strong leadership role for NCCEH with this transition

Kim (Balance of State):

- Asks: Why do we have to clarify to MCAH how we do business? MCAH doesn't need to listen in on all conversations
- Suggestion: Perhaps MCAH doesn't have to be in on the calls when NC is going back and forth with ideas
- Wants to discuss capacity issues with MCAH

Lloyd (Durham):

- It's clear from the By-laws adopted at our last meeting that NCCEH's role is established— across the state CoCs want representation from NCCEH as more than just being the BoS
- His thoughts on NCCEH seconds Jamie's (from Orange); NCCEH helps provide administrative support and provides valuable input
- They like the bylaws as adopted

Cecelia (Wilmington):

- Would like to see the new structure with executive committee; with an executive committee of 4-5 people, MCAH will hear a more unified message instead of thoughts/opinions from just one person
- As an LSA, she is learning how to best reach out to MCAH to express her communities' needs; she thinks MCAH would like to hear from other CoCs what their needs are too rather than just one.

Daryl (Gilford):

- Thinks the conversation between NCCEH and MCAH is much needed and is surprised this hasn't happened yet
 - Would be happy to participate in this meeting between Denise and Eric if it would help
- Last year, expectations were that each CoC would work with MCAH individually; it was never discussed that some CoCs wanted to use NCCEH as lead LSA
 - This expectation dramatically changed the moment Wake, Durham, Orange, and Northwest decided to have contracts go through NCCEH
 - NC should be honest about how the reality of this has changed and tell MCAH
 - Thinks NCCEH has created a second layer of leadership that MCAH doesn't know what to make of

- There will be a lot of clarity among roles of CoCs once transition process is over
- Suggestion: Moving forward, NC needs to adapt and communicate what their intention is now (with NCCEH playing this role for 4 CoCs) versus when the RFP originally went out

Andrea (Forsyth):

- Thinks that this new system is flexible and it can change according to NC's needs; the group needs to communicate with MCAH
- Understands that the group is not functioning at their best; after the adoption of by-laws she can see the tide is turning positively for the governance structure
- Denise and Eric need to have a conversation; MCAH needs to hear different voices and representation from different CoCs; will cease work with NC if NCCEH continues to play the same role where they are the only ones giving thoughts or opinions to MCAH
- Would like to have elections soon to determine the executive committee
 - This will put into place more permanent, long-term committees so MCAH can see leadership from different CoCs
 - This will ensure a process where CoCs can give feedback to MCAH without having it be solely from Denise/NCCEH

Immediate Next Steps:

- Contracts need to be signed by 6/30
 - Denise needs to determine the cost-share dollar amounts each CoC owes based on the Q1 budget (by 6/23 before noon)
 - Tim will then update the contracts with the cost-share dollar amounts for which each CoC is responsible (by COB 6/23)
- Andrea will get back to MCAH's board about what the GC decided from the meeting; will email GC what's the best way to move forward from there
- Next meeting is tentatively scheduled for 7/20
 - Andrea would like to hold elections at that time or before
 - They would like to fly Eric down to NC to attend meetings in person