

**NC HMIS Governance Committee**  
**August 26, 2015**  
**Meeting Minutes**

**Present:** NC – 500 Tim West; NC – 501 Heather Dillashaw, Christiana Tugman; NC – 502 Lloyd Schmeidler; NC – 503 Corey Root, Nicole Dewitt; NC – 504 Darryl Kosciak (Treasurer), Debbie Bailey; NC – 505 Rebecca Pfeiffer (Chair); NC – 506 Cecelia Peers (Secretary); NC – 507 Shana Overdorf; NC – 513 Jamie Rohe; NC – 516 Tina Krause, Bob Taylor (EC Member-At-Large); NCCEH - Beth Bordeaux; ICF – Mike Lindsay, Danielle Progen; MCAH – Eric Hufnagel, Gerry Leslie; DHHS – Ellen Blackman

**Absent CoCs:** Gaston-Lincoln-Cleveland, Fayetteville/Cumberland

**Meeting started with introductions. (Pfeiffer)**

**Approval of Minutes (Peers)**

- Minutes from 8/10/15 were provided at approximately 11:30 with updated meeting materials. Minutes from 6/22/15 were not included in that e-mail. General consensus that 30 minutes was not enough time to review the minutes and vote in an informed way. Agreed to review the minutes from 8/10/15 and 6/22/15 at the next in-person meeting.

**Finance Report (Kosciack)**

- Review of task tracker timeline (document provided) providing summary of finance activities discussed. Let Darryl know of any changes to MOU so that revisions can be incorporated.
- The revised SOW that went out on 8/26 is much more aligned with what we requested at the last meeting.
  - Discuss possibility of putting estimated number of hours under specific topics/activities and updating with hours spent. This is a good topic to bring up in 1 – 2 years when there’s more history to build off of.
  - Discussion around format for SOW – Use the monitoring committee to work with MCAH on accountability and specificity needed for SOW. All do
  - Motion to accept the Scope of Work as presented (Peers, Tugman). Discussion – need clarification around why language around Agency Admin meetings has been removed. Gerry reported that language was present in the initial scope around assisting in the start-up of those meetings. All meetings are in place. All but one in favor. Root opposed. Motion passed.

- The annual budget is being formatted to match up with HUD CoC and APR guidelines.
- Darryl and Eric are working on payment tracking sheet with budgeted costs, actuals, what has been paid, and cost shares.
  - Involves recalibrating percentages to make sure that no one is paying a higher percentage than they are supposed to.
  - BoS and Mecklenberg paid more than actuals because MCAH ended up being under budget. That is going to be adjusted.
- Request for volunteer (Tim?) to help review the Reports/Reimbursement procedures.
- Cecelia, with help from Rebecca, to review the MOU – make sure aligns with updated documents.
- Highlights from annual contract:
  - Article 3 – added more language to detail specifics on process for MCAH to request budget amendments or additional work that isn’t covered under agreement. Concern

about 10% shift in funds. Mike clarified that this 10% doesn't necessarily apply to budget line items in HMIS grants. West agreed that it is more to alert the GC of a significant shift in costs.

- Article 5 – language about 30 day reimbursement and suspension of access for CoCs that have not paid or made an agreement. Discussion around what defines properly submitted/completed invoice and what it means for the entire state if a CoC does not pay. If there is an issue with a CoCs ability to pay related to a grant, communication is important. Contract doesn't contain language about how quickly MCAH should submit request for payment. Can include language about responsibility to make the GC responsible or a partner in this process (e.g. disputes about properly completed and submitted invoices shall be submitted to the GC for determination). Darryl will send out a revised version of the contract with updated language.
    - Section XX – The contracting entities that are self-insured need a letter stating that. Most cities are self-insured. Issues can be handled through addendums if a city attorney/CoC leadership has an issue with something
  - NCCFH should hear by the end of the day from Eric.
  - Within another Policies and Procedures document, we will operationalize some of these processes.
    - If there is an invoice dispute, then it would not be considered a properly submitted invoice according to Exhibit D.
    - If a CoC has a question about their bill, going to MCAH about that is okay.
    - If there is some question that impacts the entire state, then it should be sent to finance committee chair so that Eric can provide a response. If there is a question about eligibility, then we have the HUD field office to fall back on for an eligible expense and rely on their response. Those processes should help resolve some of the issues we are talking about.
  - Darryl needs comments by end of next week and execution by 9/30. Recommendation to send to attorneys as soon as possible. Darryl will send out new wording today.
  - Will send an update re NCHC via e-mail and will handle questions/feedback individually.
- By-Laws (Dillashaw)**
- Met a few times and incorporated feedback from last meeting in Greensboro.
  - Bob sent out an e-mail highlighting changes.
  - Heather and Barb updated Article 9 to add language about compliance with HUD data standards.
  - Executive Committee will develop a separate document that outlines the purpose and duties of each committee to be provided at the next in-person meeting.
  - Suggestion to include language clearly stating that meetings are open unless closed for a specific purpose, applying to general meeting and all sub-committees as well.
  - Heather will add in language about meetings being open unless stated otherwise, or reference the general statute regarding open meetings.
  - Suggestion to:
    - Add in numbers of the CoCs for name and representation.
    - Amend first sentence to include record elections in CoC meeting minutes.
    - Amend section VII h - No two consecutive terms in the same office.

- Discussion around how ad-hoc members are invited. That was left open by the committee to allow for all circumstances that would prompt us to invite someone to join the GC meeting.
- Discussion around Article V and including a time frame for posting meeting materials. It was also left open by the committee because of the nature of putting meeting materials together along with other job duties and implications if materials are not posted within the time frame.
- Discussion around Ad-Hoc members being standing members of sub-committees (Article X). Based on HUD feedback and our understanding of Ad-Hoc versus CoC membership, Ad-Hoc members do not have standing membership on sub-committees. These seats are for CoC representatives as they are the ones obligated to provide governance. When meetings are open, Ad-Hoc members can attend.
- The finance committees needs far more direct input from MCAH and so that is why that section was written in that way.
- Concern about A and C under Section XIII – Dissolution of GC. The workgroup had trouble developing more clarifying language around this process. Suggestions welcome.
- Motion to vote on adoption of the bylaws once Heather has a chance to present a final version with amendments made today (Schmeidler, Tugman). Amendment (Pfeiffer) for vote to be completed by Friday 8/28 at 5pm and handled by HUD TA. All in favor, none opposed. Motion passed.
- Suggestion for results to be provided to Pfeiffer and made public after COB Friday.
- Clarification on approval process – the by-laws do not have to pass unanimously to be approved by GC, but the CoC has to adopt them to participate in HMIS.
- Motion to continue call past established time (Schmeidler, Rohe). All in favor, none opposed.

#### **General Updates:**

- Gerry coming to NC the week of September 21st for 3 days of training around data quality. Taylor and Peers will coordinate.
  - Debbie prefers 23-25<sup>th</sup>, Lloyd suggests doodle poll with LSAs.
- Gerry has given us information about the data standards changes. He will continue to provide updates as more guidance is available.
- Rebecca received call and e-mail yesterday from Brewster Hamm, BOD Chair of MCAH. The board acknowledges movement in GC. They made a resolution about 2 things:
  - All MOUs and contracts need to be executed by 9/30.
  - All invoices over 30 days past due need to be paid by 9/30.
  - If these two things are not completed, all work on NCHMIS will stop.
- Request for Darryl to get clarification on the revised June invoices? Tim was told to wait on paying revised June invoice. Darryl agreed to confirm amount of revised June invoice.
- Concern regarding outstanding issue with NCCEH. Darryl has been told by Eric that they will receive a response by the end of the day.
- Rebecca read from portion of letter regarding payments to date. Once a response is received, NCCEH is expected to pay. Even if one CoC does not pay, we will all be affected.
  - There are CoCs who do not have issues with the invoices and have not paid.
  - Regular communication with MCAH about receipt of invoices and process of payment helps the GC establish a good financial relationship with MCAH.
- Rebecca will re-state timelines so that all CoCs including those not on the call are clear.

**Next meeting September 14th at United Way in Greensboro 9-2:30  
Meeting with CoCs and EC to follow**

