



A program of the North Carolina Housing Coalition

**CAROLINA HOMELESS INFORMATION NETWORK**

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**Governance Committee Meeting Agenda**

Monday April 13, 2015

Greensboro, NC

10 AM – 4 PM

**10:00 WELCOME & CALL TO ORDER**

<b>ONE</b>	<b>Presenter:</b> Andrea Kurtz	<b>Estimated Time:</b> 5 min
	<b>Background Information:</b> This meeting is for CHIN Governance Committee Members and their alternates.	
	<b>Supporting Materials:</b> <a href="#">CHIN Governance Committee Member List</a>	

**CHIN CLOSEOUT**

<b>TWO</b>	<b>Presenter:</b> Andrea Kurtz	<b>Estimated Time:</b> 1 hour
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input type="checkbox"/> Obtain Input <input checked="" type="checkbox"/> Make Decisions	<b>Formal Approval Needed?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	NC Housing Coalition staff will be present to discuss grant transfer issues and budget update.	
	<b>Supporting Materials:</b>	
	<ul style="list-style-type: none"> <li>• <a href="#">CHIN Work Plan</a></li> <li>• <a href="#">CHIN Staff Report to the GC</a></li> <li>• <a href="#">Updated Accounts Receivables (4.10.15)</a></li> </ul>	

**INTRODUCTIONS**

<b>THREE</b>	<b>Presenter:</b> Andrea Kurtz	<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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Background Information:</b> Welcome/Introductions to new MCAH staff and NC Coordinator Sue Saul and our newest North Carolinian, Gerry Leslie.	

**APPROVAL OF MINUTES**

<b>FOUR</b>	<b>Presenter:</b> Andrea Kurtz	<b>Estimated Time:</b> 5 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input 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>Supporting Materials:</b>	
	<ul style="list-style-type: none"> <li>• <a href="#">March Minutes</a></li> </ul>	

**MCAH UPDATE**

<b>FIVE</b>	<b>Presenter:</b> Gerry Leslie	<b>Estimated Time:</b> 30 min
	<b>Goal:</b> <input checked="" type="checkbox"/> Share Info <input 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> Gerry will discuss training logistics and transition updates.	

## BUDGETS

<b>SIX</b>	<b>Presenter:</b> Tim West /Denise Neunaber/Barb Ritter	<b>Estimated Time:</b> 45 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> MCAH has drafted a Scope of Work for the transition contract. A contract and the scope of work will be presented to the GC for approval at the April 27 GC meeting. MCAH has received a quote from Bowman Systems. The chart with CoC Fees has been updated with this new information on ServicePoint costs.	
	<b>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• <a href="#">Scope of Work for MCAH Transition Budget (Jan – Jun 2015)</a></li> <li>• <a href="#">Bowman Bid (secure webpage)</a></li> <li>• <a href="#">NC HMIS Fees by CoC (updated with new Bowman costs)</a></li> </ul>	

## BY-LAWS

<b>SEVEN</b>	<b>Presenter:</b> Heather Dillashaw /Andrea Kurtz	<b>Estimated Time:</b> 2 hrs
	<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>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• Draft by-laws</li> <li>• Guiding Principles/ Core Values Statement (which will guide key decisions)</li> </ul>	

## MCAH TRANSITION MOU

<b>EIGHT</b>	<b>Presenter:</b> Heather Dillashaw	<b>Estimated Time:</b> 1hr
	<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>Supporting Materials:</b> <ul style="list-style-type: none"> <li>• Transition MOU</li> </ul>	

## 4:00 ADJOURN

*Next Meeting: April 27<sup>th</sup> via conference call, 1:00 pm to 3:00 pm*