

**Greater Nashua Continuum of Care  
Executive Committee Meeting Minutes  
November 13, 2013**

Ana Pancine, Co-Chair called the meeting to order at 8:33AM.

Present at the meeting were: Bob Mack, Wendy LeBlanc, Lisa Christie, Barbara Alves, Peter Kelleher, Lori Piper, Dawn Reams, Michael Flaherty, Annette Escalante, Cate Sementa, Mariellen Durso, Beth Todgham, Jennifer Vadney

Ana opened the meeting.

Minutes of the October 9, 2013 meeting were reviewed. Bob motioned that the minutes be accepted; Barbara seconded. Motion passed.

**Topics of Discussion:**

- 1. VISTA RESPONSIBILITIES/EXPECTATIONS:** The AmeriCorps VISTA is scheduled to start on November 25. Group discussed possible responsibilities/duties she could do in support of the Greater Nashua Continuum of Care. She will be available full time for a one-year period. Primary responsibility will be to assist the subcommittees as they work towards the implementation of the new HEARTH Act regulations later this year. She will attend all subcommittee meetings, take notes and provide follow-up for action items as needed. It was suggested that she watch ICPD webinars as a way of familiarizing herself with the process. Visiting all the funded agencies to gain knowledge of what they do was listed as a possible responsibility, as well as helping with the annual Point in Time Count and with the preparation of information for the NOFA.
- 2. JANUARY GNCOC MEETING/EXECUTIVE COMMITTEE MEETING:** Group discussed timing of January meetings. Regular meeting date scheduled for New Year's Day has been rescheduled for January 8. If space is available at City Hall, Executive Committee will plan on meeting immediately after the monthly meeting in the auditorium. If space is not available, will check to see if meeting space is available at Harbor Homes for both meetings (or just the Executive Committee, if necessary).
- 3. ANNUAL POINT IN TIME COUNT:** The PIT will be the main agenda item at the January GNCOC meeting. It's important that all stakeholders are aware of the importance of the count and that everyone understands the process, the quality of the data gathered and the importance of the count. Miles will be asked to present information at the general meeting. Date for the count has not been announced yet. Possibility exists that Harbor Homes will remain open that night to provide services /bring individuals in so they can be counted. Also need to discuss ways to support Homeless Outreach workers so they are connecting with individuals efficiently during the period of the count as well as ways to expand our outreach capacity to others (faith-based organizations, schools, town welfare offices as examples) to gain more community involvement. Members of our leadership group will be attending training in Manchester. Possibility of using social media to build interest in the PIT was discussed as well as re-engaging the Southern NH Rescue Mission in the effort. Bob will check to see if the Public Health Outreach van is available for the PIT.
- 4. NOFA:** No word yet on when it will be announced.

- a. **SCORING COMMITTEE:** The Scoring Committee for NOFA program funding has been established. Members include: Beverly Doolan, Bob Mack, Lori Wilshire, Lori Piper, Mariellen Durso, Jennifer Vadney and Maryse Wirbal. Goal is to have group meet once before the agency presentations to make sure they understand the process.
  - b. **SCORING SHEET:** Our scoring sheet still needs to be finalized. Will probably be a cross between what was used in Nashua last year and what Manchester has developed. Final scoring sheet will be determined at the December meeting.
  - c. **1CPD SUMMARY:** This was a document created by the Manchester COC VISTA. It was noted as being a great tool. A copy was shared with our group.
5. **ENVIRONMENTAL REVIEW:** Details about what is required in an environmental review continue to evolve. We have received some information from Michael Furda from HUD. Process will include working with Carrie Schiena in the city's Environmental Health Department. Ana is continuing to gathering additional information and answers.
6. **CONFLICT OF INTEREST QUESTION:** We have received confirmation that as long as an Executive Committee member working for a funded agency is not involved with the funding decisions, there would be no conflict of interest. Since no member of the Scoring Committee works for a funded agency, there is no conflict.
7. **AD HOC COMMITTEE REPORTS**
- a. **BOARD:** No report
  - b. **COORDINATED ASSESSMENT:** State committee meeting was cancelled. Our preference is to continue to do what we have been doing – represents a “no wrong door” approach that works in Nashua. State is technically “driving the bus” on the project and what we end up with will probably be a hybrid of our existing process with the process the state selects that recognizes HUD requirements. We need to document how our system works so it is outlined in writing; suggested that this is something that Maryse could work with the VISTA on.
8. **DATA GATHERING COMMITTEE:** Stephanie Joy from the Front Door Agency has expressed an interest in joining the committee. She will be contacted and invited to become active in the work of the committee.

There being no further business, the meeting adjourned at 9:40AM.

Minutes prepared by Beth Todgham of Southern New Hampshire Services.

Next meeting:      Wednesday, December 11, 2013  
                            8:30-10:00am  
                            Harbor Homes