

## GREATER NASHUA CONTINUUM OF CARE

Meeting Minutes  
Room 208, City Hall  
December 1, 2004  
[www.nashua-coc.org](http://www.nashua-coc.org)

1. Call to Order: 8:03 a.m. by Chairperson Klaas Nijhuis.
2. All present introduced themselves.
3. Minutes of November 3, 2004: M. Wirbal motioned the November minutes be accepted with an amendment to paragraph 8-c (typo. Error); D. Lozeau seconded and the motion carried.
4. Executive Committee Report: K. Nijhuis reported that the Executive Committee is continuing to update the CoC Guidelines and will be meeting again at 78 Main Street on December 8<sup>th</sup> and 15<sup>th</sup>. They are currently working on issues around fairness in voting.
5. Emergency Winter Shelter Beds: B. Mack reported that this committee is meeting monthly and are waiting to hear from Southern NH Rescue Mission before they will have a final figure on winter beds available this year. He felt there is good collaboration on what to do this winter, although they are low on overflow beds. Right now, no one has had to be put in a motel. D. Lozeau stated that there seemed to be a lot of misinformation about who is eligible for “Mary’s House”. She said the only criterion is that they be single females (no children with them) who are homeless. They do not need to be in possession of housing vouchers.
6. Ending Homelessness Committee Report: K. Nijhuis invited all present to attend the Ending Homelessness Committee meeting directly following this meeting. They will continue their work on the implementation phase of the Plan to End Homelessness.
7. HMIS Report Update: M. Pendry reported that he has been working with the templates for input screens and forms. The rollout schedule is shelters first, transitional housing second and then service providers. HMIS is a HUD requirement and is becoming more important for superNOFA points. Henry Vincent of the Community Services Council of New Hampshire reported that he has been working on the Confidential Agreement forms and the Data Entry forms for HMIS. He said it has been very difficult getting everyone to agree on what should be on these forms, hence the delay in getting them out. On data collection, the question is whether to just use the HUD minimum requirements verses using this form as a tool for case management with a more comprehensive approach. He has looked at many forms across the country and found the most common information needed. Emergency shelters, transitional housing, and outreach

providers were the most important for HUD. Other agreement forms include the Agency Participation Agreement, the User Agreement and the Client Consent Agreement. The State's HMIS system will be a closed system to start with the expectation that later, information may be shared. There was a short discussion about how the system works and its possible uses. He left copies of forms for everyone to look over, mark up and return to him with their suggestions before he revises them. A deadline for this was set for December 10<sup>th</sup>. The next phase will be for him to train people on HMIS, which can't start until there is agreement on the forms, policies and input screen fields.

8. Continua Reports (BOSCO) & Manchester: M. Auer reported that she had attended the monthly BOSCO meeting in Concord on November 9<sup>th</sup> at which BOSCO established January 25, noon – January 26, noon as their Point-in-Time date for the annual homeless count and confirmed that both Manchester COC and GNCOC would follow the State's lead. Discussion on January not being the best time for this count as many may be doubling up (illegally with friends or relatives) due to the extreme temperatures and it was requested that a July homeless count also be had for a truer figure. There was discussion about the challenges to this count i.e., homeless moving about the state, exactly what is HUD looking for in this count, where are the homeless found, and whether or not a hospital counts as unsheltered. It was decided to form a committee to work on defining parameters for sheltered and unsheltered. Also discussed were ways to improve their next year's NOFA ranking committee process. BOSCO members were encouraged to attend the December 7<sup>th</sup> training in Boston.
9. Upcoming Meetings:
  - a. HMIS Regional Conference – December 7<sup>th</sup>, U-MASS, Boston. (M. Pendry & K Nijhuis will be attending)
  - b. Next Executive Committee Meeting – December 8<sup>th</sup>, 8:00 am, at 78 Main Street.
  - c. Data Gathering Committee convenes – December 8<sup>th</sup>, 11:00 am, Room 208, Nashua City Hall.
  - d. HUD Tentative All Day Training – Logic Model, March 15, 2005 in Manchester, NH
10. Other:
  - a. New Nashua Soup Kitchen & Shelter, Inc. Acquisition: L. Christie announced that NSK&S has purchased a 9-unit apartment building for permanent low-income housing purposes. It is located at 88 ¾ Palm Street. These are two bedroom apartments with rents around \$750/mo. Including heat and hot water. Anyone interested may call the property management office at 889-5160 (not the Soup Kitchen, they are only the property owner).
  - b. New Veterans Housing: P. Kelleher announced that Harbor Homes is looking into the feasibility of obtaining a Veterans Transitional Housing facility at 46 Spring Street.

- c. World Aids Day Proclamation: M. Auer read a message from W. Furnari saying that she would be on Public Radio today at 9:00am. She also said that Mayor Streeter would be reading the Proclamation of World Aids Day on the front steps of City Hall at 9:00 today. L. Nault indicated that there would be a candlelight vigil there tonight at 8:00 pm.
- d. Greater Nashua Interfaith Hospitality Network: L. Skibba announced that she had updated flyers with her for anyone interested.

11. Next Meeting: The next meeting will be January 5, 2005 at 8:00 am in Room 208, Nashua City Hall.

12. Adjournment: The meeting adjourned at 8:55 am.

Minutes prepared by Linda Jeynes/Urban Programs

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Attendance

December 1, 2004

[www.nashua-coc.org](http://www.nashua-coc.org)

### Officers:

- [p] Klaas Nijhuis (Chairperson) City of Nashua - Urban Programs  
[p] Ruth Morrisette (Vice-Chair) Marguerite's Place  
[p] Linda Jeynes (Clerk) City of Nashua – Urban Programs

### Regular Representatives:

- Tara Davis Bridges (formerly Rape and Assault Services Inc.)  
Agnes Han Bridges (formerly Rape and Assault Services Inc.)  
[p] Bob Mack City of Nashua – Welfare Department  
[p] Susan Mead Community Council of Nashua  
Sharon Face Department of Health & Human Services  
Dave Darling Greater Nashua Habitat for Humanity  
Bob Marks Greater Nashua Interfaith Hospitality Network, Inc.  
[p] Laurie Skibba Greater Nashua Interfaith Hospitality Network, Inc.  
Cheryl Rawe Half Moon Sober Festival  
Mary Fisher Half Moon Sober Festival  
[p] Peter Kelleher Harbor Homes, Inc.  
[p] Mary Auer Harbor Homes, Inc.  
[p] Miles Pendry Harbor Homes, Inc.  
Sandra Hurd Keystone Hall  
Sr. Sharon Walsh M P Housing  
[p] Lori Piper Merrimack County Savings Bank  
[p] Maria Brown Milford, Town of - Welfare Department  
[p] Laura Nault Nashua Advocacy Group  
[p] Mariellen Durso Nashua Area Health Center  
[p] Sarah R. Gagnon Nashua Housing Authority  
[p] Grace Hicks-Grogan Nashua Housing Authority  
[p] Maryse Wirbal Nashua Pastoral Care  
[p] Lisa Christie (Chair) Nashua Soup Kitchen & Shelter, Inc.  
Eileen Brady Nashua Soup Kitchen & Shelter, Inc.  
[p] Donna Juskiewicz Nashua Soup Kitchen & Shelter, Inc.  
[p] Bridget Belton-Jette Neighborhood Housing Services of Greater Nashua  
Mary Febonio Neighborhood Housing Services of Greater Nashua  
[p] Alphonse Haettenschwiller Private Citizen  
[p] David Cull Soul Purpose Property Management/Nashua Advocacy Group  
Wendy Furnari Southern New Hampshire HIV Task Force  
Tony Epaphras Southern New Hampshire Services  
[p] Donnalee Lozeau Southern New Hampshire Services  
Mary Moriarty St John Neumann Church  
[p] Ray Peterson United Way of Greater Nashua
- ### Attended in Last 12 Months
- Martha Yager American Friends Service Committee  
George Barrett Area Agency of Greater Nashua, Inc.  
Stefan Russakow City of Nashua - Division of Public Health & Community Services  
[p] Kathy Hersh City of Nashua – Community Development Division  
Mike Vaccaro City of Nashua - Fire Marshal's Office

Jenn Reale	City of Nashua – Nashua Transit
Jade Marco	City of Nashua – Welfare Department
Russ Johnson	Community Council of Nashua
Scott Brennan	Community Council of Nashua
Carol Furlong	Community Council of Nashua
Kay Golden	Corpus Christi Food Pantry
Ignatius MacLellan	Fannie Mae
Susanne Cameim	Fannie Mae
Page Cannon	Fellowship Housing
Gabrielle Green	GNIHN
Barbara Corman	GNIHN
Laura Hegfield	GNIHN
Cara Wheaton	Harbor Homes
Vicki Kress	Harbor Homes (visitor)
Jean Bradanick	Harbor Homes (visitor)
Jeanne Maestranzi	Harbor Homes (visitor)
Heather Tarr	Harbor Homes (visitor)
[p] Kathy Treggiari	Harbor Homes (visitor)
Roger Nadeau	Harbor Homes (visitor)
Joseph Parks	Harbor Homes (visitor)
Jeanne Parks	Harbor Homes (visitor)
Joseph Ntengeri	Harbor Homes, Inc.
Steve Dooley	Harbor Homes, Inc.
Robert Tamposi	Harbor Homes, Inc.
[p] Jean Russell	Harbor Homes, Inc.
Caley O’Connell	Harbor Homes, Inc.
Michele Martin	Harbor Homes, Inc.
Charles Bronnell	Harbor Homes, Inc.
Charlie Cook	Harbor Homes, Inc.
Chris Mohler	Harbor Homes, Inc.
Laura Jackson	Harbor Homes, Inc.
Carolyn McLaughlin	Harbor Homes, Inc.
Lynn Lombardi	Harbor Homes, Inc.
Danielle Hilske	Harbor Homes, Inc.
Cath Hallsworth	Hollis, Town of
Jane Allen	Home, Health & Hospice
Charlene Brodeur	HUD
Richard Hatin	HUD
Roslyn Block	HUD
Mary Ann Martel	HUD
Lynn Morrow	HUD
Michelle Cushion	HUD
Darlene Xintaras	HUD
Kathy Baumgardner	HUD – CPD
Samantha Lussier	HUD – CPD
Joan A. Koliss	Corpus Christi Emergency Assistance Resources
[p] Karen Kelley	Keystone Hall
Luann Barrs	Luann’s House of Hope
Fred Robinson	Manchester CoC (visitor)
Craig Everett	Manchester CoC (visitor)
Mark Sousa	Mayor’s Office, City of Nashua

Chaplain Michael Gashey	Nashua Advocacy Group
Shayana Owen	Nashua Area Health Center
Betsy Portash	Nashua Pastoral Care
Cheryl Miller	Nashua Pastoral Care
[p] Jennifer Spencer	Nashua Pastoral Care
[p] Yvette Martin	Nashua Pastoral Care – Norwell Home
Camille Pattison	Nashua Regional planning Commission (visitor)
[p] Betsy Korn	Nashua School Dept.
Bob Keating	Nashua Soup Kitchen & Shelter
Venus Davila	Nashua Soup Kitchen & Shelter
Patricia Hayes	Nashua Soup Kitchen & Shelter, Inc.
Mary Short	Nashua Soup Kitchen and Shelter, Inc.
Ramon Andrade	New Hampshire Catholic Charities
Bill Guinthier	New Hampshire Housing Finance Authority
Roy Morrison	NH Coalition to End Homelessness
Christine Lavallee	NH Legal Assistance
Heather Schulze	NH Legal Assistance
Joe Webster	NH Legal Assistance
Carolyn Momenee	SHARE
Mariette Facques	SHARE
Pauline Boggis	GSOP
Josh May	Souhegan High School
Joseph L. Racine	Soul Purpose
Mike Amichetti	Southern New Hampshire HIV Task Force
Elaine Rotolo	Southern New Hampshire HIV Task Force
Kolin Melendy	Southern New Hampshire HIV Task Force
Greg Schneider	Southern New Hampshire Services
Maureen Griffin	Southern New Hampshire Services
Ethan Stumpo	Southern New Hampshire Services
Gene Murray	Southern New Hampshire Services
Pat Gocklin	Southern NH Integrated Care (I Care)
Lynne Weihrauch	Southern NH Integrated Care (I Care)
Robert Demers	St Joseph Hospital
Marie Herb	TAC (visitor)
Cindy Carlson	Under the Bridge
Scott Hodgkins	Under the Bridge
Mike Dunn	Under the Bridge
D. M. Hudson	Under the Bridge
Dino	Under the Bridge
Katie Petrini	Upper Room Ministries
Bruce Bissett	Veteran's Administration
Luis F. Cruz	Public Health – Student Intern
[p] L. L'heureux	Salvation Army
N. Randall	Salvation Army
Marianne Feliciano	HCH
Linda Carter	Healthy at Home
[p] David Blacksmith	Southern NH Rescue Mission
Mel Meyer	Main Street Methodist Church
Steve Eckberg	Community Service Council of New Hampshire
[p] Henry Vincent	Community Service Council of New Hampshire
Emily Radina	

Matt Leahy  
[p] Jack Campbell  
John Marcelli  
Kimberly Tink  
[p] Bruce Angus  
Lindsay Carter  
Kolin Melendy

Senator Gregg's Office  
VA Manchester  
Visitor  
Bridges  
Visitor- Elderly Adult Services  
So. NHRC&D  
SNMATF