

**Greater Nashua Continuum of Care
Executive Committee
Meeting Minutes
May 12, 2010
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Call to order: 8:35 a.m. by Chair Wendy LeBlanc.

Present: Wendy LeBlanc, Bob Mack, Carol Furlong, Peter Kelleher, Linda Newell, Meghan Bilz, Barbara Alves, Lisa Christie, Lori Wilshire, Candace Gebhart, Mariellen Durso, and Lori Piper.

Minutes of April 14, 2010 (handout):

Minutes were reviewed. Thereafter, **L. Newell** motioned to accept the minutes as presented, which was seconded by **M. Bilz**, and the motion carried.

Topics of Discussion:

Community Relations subcommittee has asked for the Executive Committee's approval to invite local police, welfare and town officials from the CoC catchment area to attend the October general CoC meeting, as both a good networking opportunity as well as it would demonstrate their support and help with the SuperNOFA process and scoring. The Executive Committee was supportive of this plan and the Community Relations committee will handle the details. A lunch on 6/17 is planned to work on the presentation for their attendance.

A motion was made by L. Christie and seconded by B. Mack, and carried by all Executive Committee members to not have the general CoC meeting or the Executive Committee meeting in July.

Universal Intake Form:

A lengthy discussion took place as a follow up to the Ending Homelessness Committee having submitted a request to the EC to determine what, if any, action should be taken on the issue of formulating a universal intake form. It was discussed that the Manchester CoC has one intake form that was likely generated by City Welfare Department. DHHS has also been reviewing this issue for quite some time. Municipal welfare departments are looking at an electronic application. B. Mack commented that the Nashua Welfare office had reviewed the Manchester form and found it lengthy and tedious. M. Durso suggested that strictly from an education perspective that it would be helpful in teaching clients the behavioral habits necessary to bring all the needed documents to appointments. Possibly change the name of the document and call it a Face Sheet, rather than a Universal Intake Form. B. Mack and L. Christie both recommended that the Ending Homelessness Committee review the Financial Assistance Form. M. Bilz spoke about the Elliot provider network, which is a closed system using encryptions and passwords. C. Gebhart suggested that the structure that Elliot has is a good one, but is likely a long way off for the CoC. P. Kelleher suggested that if a form is being used by other CoC's that the committee determine if it is really working – is there evidence –based outcomes that can be quantified. M. Durso indicates that it works in healthcare. P. Kelleher motioned that the Universal intake form be referred to the Wrap Around Committee to conduct a small pilot of a sample form to determine its success and value. B. Alves seconded this motion and the motion carried. The Wrap Around Committee will be tasked with this and report back to the EC.

Consolidated Plan Edits:

The draft had been provided to the members of the CoC for their review. There was a lengthy discussion relative to the draft of the consolidated plan and the meeting directed by Carrie Schena, Manager of Urban Programs, a meeting to which members of the CoC were invited to express their opinions/concerns. L. Wilshire outlined the five areas of discussion that took place at the meeting. There was great concern expressed by the members of the Executive Committee relative to the focus of the plan with its emphasis being on economic development, and that it doesn't address strongly the needs of the CoC clients and homeless community. C. Gebhart recommended that a subcommittee of the Executive Committee 're-write' the sections of the plan which effective the CoC membership and present our objections with these 're-writes' by the comment date of 5/25/2010. A subcommittee of L. Wilshire; B. Belton; L. Christie; W.

LeBlanc and P. Kelleher was tasked with formulating this letter to the Manager of Urban Programs – Carrie Schena. The meeting will take place 5/20/2010 at 11:30 at 45 High Street. It has been suggested by the EC, that the opening paragraph read, “We object to any modification of the existing Consolidated Plan that dilute, diminish, or eliminate or reduce any existing resources for the targeted low income and very low income populations. This objection extends to the NRSA and the Citizen Participation Plan.

It should be noted that the committee recognizes that the economic development for the downtown is extremely important, but that it is critical that the appropriate balance be taken between promoting downtown expansion and attending to the needs of the low income population that live and work primarily in this area.

HUD definition of ‘homeless’ change (HEARTH ACT):

Due to time constraints this topic was tabled and will be put on the June EC agenda for discussion.

Other Items:

W. LeBlanc shared with the committee that C. Gebhart is taking a leave from her job from September – November and offered to resign as a member of the CoC. The Executive Committee rejected her offer to resign, and indicated we would welcome her back upon her return in December.

Upcoming Meetings:

No discussion took place on the upcoming meetings outlined on the May 12th agenda.

The meeting was adjourned at 9:45am.

Minutes taken by Lori M. Piper, Merrimack County Savings Bank