

Greater Nashua Continuum of Care
Executive Committee Meeting Minutes
October 9, 2013

Cate Sementa, Chair called the meeting to order at 8:35AM.

Present at the meeting were: Bob Mack, Wendy LeBlanc, Lisa Christie, Barbara Alves, Peter Kelleher, Lori Piper, Michael Flaherty, Ana Pancine, Abigail Alicea, Beth Todgham, Jennifer Vadney

Group welcomed Cate as the new chair and thanked Wendy for her hard work as chair. Introductions were made around the table in welcome of Jennifer Vadney from Neighborworks. Neighborworks will be sending a representative on the regular basis to all future Executive Committee meetings.

Minutes of the September 11 meeting were reviewed. Lisa motioned that the minutes be accepted; Barbara seconded. Motion passed.

Topics of Discussion:

HUD TRAINING FOLLOW-UP: Ana indicated that answers to our questions are slow coming because of the government shutdown. In terms of the environmental review, Abigail indicated that she still needed to follow up with the designated person. There was discussion on availability of a checklist that could be followed for the review; Lori indicated that there is such a checklist within the banking environment. The qualifications of those doing the review were also discussed. Does this person need to be certified? Other questions yet to be answered are who is responsible for paying for the environmental reviews and whether the reviews are required for only new properties.

Group also discussed what role the GNCOC would/could play in bringing projects into compliance.

The target date for implementation is August/September 2014 which allows for time to get questions answered and plans developed.

NOFA: Release is still pending, given the shutdown. Usually out by mid-October. One step that can be taken while we are waiting for the release is to make sure all APR's are in place. These need to be reviewed by all members of the Executive Committee; all members with funded projects were asked to complete their APRs – then share with others.

Ana provided the group with a sample scoring sheet used by Manchester. This is a work in progress but models what they used last year. Group did a quick review of the document – also discussed getting more details on how Manchester conducted its program assessment to see if some of their elements could/should be incorporated into our process, including how/if the local United Way should be involved (and how).

Definite need is for those doing the assessment are not agencies who receive funding. Several potential review committee members were discussed. Consensus was that the panel should have an odd number of members and every effort should be made to include individuals who understood the importance of the process and its end result. Important that the process to select members of this committee be open and fair. Any guidelines with regard to conflict of interest will be researched. Anticipate that process will begin in November.

Executive committee members will approach those identified as being potential members and report back at the next Executive Committee meeting. Final decision on whether additional members may be needed will be made at the November Executive Committee meeting.

Group indicated that they would have liked to have a better explanation of how points were calculated in the scoring of last year's award. Difficult to know how to provide more effective information if we don't have specific feedback. Comparing our submission with Manchester's was discussed as a way to see differences. Ana will pursue this idea. Question was raised on whether our new consultant might be able to get more information.

The following were identified as "things to do" with regard to preparing for the NOFA:

1. APRs for all funded programs should be completed and sent to all other members of the Executive Committee
2. Checklist for program review process finalized
3. Decision made on who will represent/answer questions regarding their funded program
4. Members of the program review committee selected

ADDITIONAL UPDATES/ANNOUNCEMENTS:

AD HOC COORDINATED INTAKE COMMITTEE: It was reported that the state cancelled the most recent meeting they had scheduled. Bob, Maryse and Lisa are scheduled to meet on October 21. It appears that building on the existing structure to have 211 coordinate the intake effort on a statewide basis is the way the group is leaning from a state perspective. Whether or not that will be the approach we will take at our local level continues to be a topic of discussion for the GNCOC Coordinated Intake committee.

PROJECT HOMELESS CONNECT: The next planning meeting will be held on Friday. The event is scheduled for Wednesday, December 4 in the Gymnasium at St. Patrick's Church on Main Street.

AFFORDABLE HOUSING: Lisa announced that there are nine units of affordable (not subsidized) housing for sale on Palm Street. Jennifer announced that Neighborworks' affordable housing development in Amherst is available for occupancy.

HESSER COLLEGE: Lisa mentioned that Hesser College is offering a program in Psychology/Alcohol & Drug Abuse and are looking for places for program interns.

NEXT MEETING SPEAKERS: Mariellen is coordinating a presentation on the ACA for the November meeting. This will be the only presentation made at this meeting. Need to confirm with Mariellen who should be listed as presenters on the meeting agenda.

There being no further business, the meeting adjourned at 10:00AM.

Minutes prepared by Beth Todgham of Southern New Hampshire Services.

Next meeting: Wednesday, November 13, 2013
 8:30-10:00am
 Harbor Homes