

Greater Nashua Continuum of Care
Executive Committee Meeting Minutes
February 12, 2014

Ana Pancine, Co-Chair called the meeting to order at 9:05am.

Present at the meeting were:

| | |
|--|---|
| Bob Mack, City Welfare | Abigail Alicea, Greater Nashua Mental Health Center |
| Barbara Alves, Marguerite's Place & MP Housing | Beth Todgham, Southern New Hampshire Services |
| Wendy LeBlanc, HIV Taskforce | Peter Kelleher, Partnership for Successful Living |
| Ana Pancine, Harbor Homes | Dawn Reams, Bridges |
| Annette Escalante, Keystone Hall | Marcy Doyle, Lamprey Health Center |
| Cate Sementa, Harbor Homes | |

The meeting was called to order by Ana Pancine.

Minutes of the January 8, 2014 meeting were reviewed. Several changes were noted, including

- correction of a typo (being to begin) in the first paragraph of the NOFA Application section;
- a change from three to four re-allocations received in the second paragraph;
- the addition of "and Permanent Housing Project" for the proposal submitted by the Greater Nashua Mental Health Center in the same paragraph; and
- The correction of a typo in the fourth paragraph – changing force to forced.
- Abigail Alicea's name was also corrected in the list of those present at the meeting. Wendy motioned that the minutes be accepted with change; Peter seconded. Motion passed.

VISTA duties

Ana asked the group to consider additional duties that Alyssa could do now that the NOFA application has been filed. She wants to follow up on an earlier idea where Alyssa will visit each of the agencies represented on the Executive Committee for a tour and an introduction to what services the agency provides. Wendy suggested that it would be beneficial if she could compile information on how each of the agencies handles the intake process as a step in our developing a coordinated intake process to meet HEARTH requirements. Once compiled, this information could/would be compared to the intake form used in Manchester so one could be developed for Nashua that fits into our "no wrong door" approach. Suggestion was made that 2-1-1 be included in the research done by Alyssa as well.

Other duties discussed were to have Alyssa review the website, sign-in sheets, meeting agendas, etc. to make sure everything was consistent across all platforms. It was also suggested that she review current email addresses for GNCOC members to make sure they are current and active.

HEARTH Guidelines/Updates

The Coordinated Intake process continues to be a focus area as we move towards compliance with the new HEARTH Guidelines. Neither the state nor the local committee has met. Work done by Alyssa in researching what agencies do currently will help re-start the process.

How and if HMIS can be used in this process was discussed. Using HMIS is difficult in a closed system; all parties would need to be willing to share information openly in order for services to be coordinated through HMIS. A release of information form would need to be signed in order for information to be shared; there are pros and cons that would need to be addressed.

Peter indicated that there is a module available through HMIS that could assist in the Coordinated Intake Process; they are looking at it to see how it can be used.

Donna will be invited to the next Executive Committee meeting to present detailed information on this module. All members of the Coordinated Intake Subcommittee will be invited to the meeting.

We need to confirm when exactly the two-year implementation period ends. Based on when the guidelines were issued, anticipated target date is September 2014 giving us a little over six months to get everything in place.

Wendy indicated that the guidelines from Manchester contained several items that ours did not and we might want to review/compare the two documents to make further updates to the Nashua document.

Work needs to be done to bring the board membership into line with the HEARTH guidelines. Suggestion was made that we contact the Nashua Chief of Police and School Superintendant directly to secure representatives from those two groups on the Executive Committee. Annette and Alyssa will draft a letter that can be sent to Chief Seusing and Mark Conrad.

Request made by Tom Lopez that someone from the Gate City Immigrant Initiative be included on the Executive Committee; consensus was that those representing these populations be made aware of the monthly general meeting so they can take part in discussions in that forum.

Requirements on Term Limits need to be reviewed. Suggestion was made that same agencies be represented on the Executive Committee, but that staff representing those agencies change per the term limits assigned.

Upcoming GNCOC Presentations

Group discussed having Gina Schaak from TAC do a presentation on HEARTH and the implementation of the new guidelines at the May GNCOC meeting. Presentation would stress why it is important that all organizations, not only those who receive HUD funding, need to understand and support these requirements. The benefits to the entire community will be stressed. We will need to find a back up to do this presentation, if Gina is not available.

Other Issues/Discussion

- **Letters of Support**

- Greater Nashua Mental Health Center: GNMHC requested a letter to support their change in site location per HUD requirements. Motion was made by Peter and seconded by Bob to provide GNMHC with a blanket letter that could be used whenever the situation arises. Motion passed with one abstention (Abigail).
- W. LeBlanc requested two letters of support for renewing Housing Opportunities for Persons with AIDS (HOPWA) grants. She explained that HUD is now requiring that HOPWA programs coordinate with the COC in regards to planning meetings, HMIS, coordinated intake and assessment, etc. and they are requesting a letter agreeing to this collaboration from the COC and the grantee. Since the City of Nashua is one grantee and HHI is the other, we are clearly already collaborating, this just needs to be written on GNCOC letterhead and signed by Chairs and the grantees.

- For the Harbor Homes grant, Bob Mack made a motion to write the letter and Barbara Alves seconded. The motion passed with following abstentions from individuals affiliated with HHI and the sponsor agency, Southern NH HIV/AIDS Task Force: Peter Kelleher, Anan Pancine, Cate Sementa, Wendy LeBlanc, Abigail Alicea and Annette Escalante.
 - For the City of Nashua grant, Barbara Alves made a motion to write the letter and Marcy Dorsey seconded. The motion passed with following abstentions from individuals affiliated with the City, and the sponsor agencies HHI and Southern NH HIV/AIDS Task Force: Bob Mack, Peter Kelleher, Anan Pancine, Cate Sementa, Wendy LeBlanc, Abigail Alicea and Annette Escalante.
- **Ending Homeless Fund:** Peter announced that the new fund currently has \$56K and Harbor Homes has been given marching orders to use these funds to house individuals identified as chronically homeless in the Point in Time Count. He asked members of the Greater Nashua Continuum of Care who played an active role in the count to help locate these individuals so individual plans can be developed to provide them with housing. This can be done most effectively by re-focusing efforts on the wrap-around process.
- **Homeless Outreach Worker:** Bob expressed concern on the impact the loss of the Homeless Outreach worker will have on our ability to identify the homeless in the community, collect data for the Point in Time and HMIS and provide linkages between the homeless populations and available resources. Bob indicated that he works with Kathy Paquette on a daily basis and is concerned on what losing her/the position will mean. Group supports having Southern New Hampshire Services continue to maintain the position. They feel that this set-up has worked well and that Kathy does a number of other things that support the work of other agencies serving the homeless in this area. It was felt that this position would be critical as we move towards the Centralized Intake model. Suggested funding sources were the City of Nashua, United Way and/or the State of New Hampshire. Beth indicated she would share these comments/concerns with Greg Schneider to determine what the next step would be. Funding for the position ends this fall.
- **Panhandling:** A follow-up meeting to address the issue of panhandling was held. A number of representatives from the business community attended. Both Bob and Peter see that working together with the business community on this issue can serve as a bridge to build awareness of the issue of homelessness. Solutions discussed at the meeting were to establish a special email address that businesses could use to alert select members of the GNCOC that they are having a problem. These members would then connect with the business and/or individual panhandler to determine the most appropriate course of action. A smaller version of the Toolkit has been developed as a reference to services for use by downtown business owners. A business card containing contact information of several GNCOC members has also been designed that the business owner can give to the panhandler as a way of connecting them to available resources.
- **Facebook Page:** Wendy asked that Cate agree to be added as an administrator of the GNCOC Facebook page. Cate agreed.
- **New Executive Committee members:** Wendy stressed that for consistency, it is important that a single individual be designated to represent organizations with a seat on the Executive Committee. It was suggested that Abigail assume that role for the Greater Nashua Mental Health Center; Marcy Doyle from Lamprey said she would discuss this with her co-worker and that one person from their organization would be assigned to the monthly Executive Committee meetings;

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

Minutes prepared by Beth Todgham of Southern New Hampshire Services.

Next meeting: Wednesday, March 12, 2014
 8:30 am – Harbor Homes