

## **GNCOC Executive Committee Special Meeting**

### **Minutes**

June 21, 2006

Harbor Homes, Inc., 45 High Street

PRESENT: Lori Cardin, Nashua Children's Home, Chair  
Wendy Furnari, HIV Task Force  
Linda Jeynes, Urban Programs  
Lisa Christie, Nashua Soup Kitchen and Shelter  
Sandra Hurd, Keystone Hall  
Mariellen Durso, Nashua Area Health Center  
Mary Auer, Harbor Homes Inc.  
Bob Mack, Nashua Welfare Department  
Bridget Belton-Jette, Neighborhood Housing Services  
Klaas Nijhuis, Harbor Homes Inc.  
Donnalee Lozeau, Southern New Hampshire Services

L. Cardin opened the meeting at 8: 10 am and asked everyone to review the Minutes from the May 10<sup>th</sup> meeting. D. Lozeau noted some typo errors, W. Furnari motioned to accept the minutes as amended, L. Christie seconded, and the motion carried.

L. Cardin announced that Alderman LaRose is working to find the first \$1,000 seed money for the Revolving Loan fund and will be presenting it to the Aldermen. Cardin encouraged everyone to attend the Aldermanic Meeting on June 22<sup>nd</sup> at 7:00 in the City Hall to show support for this issue.

L. Cardin talked about the need for a central archive file for all the GNCOC paperwork and documents. B. Belton-Jette offered a space in NHS new office building, which would be available in a few weeks. After a short discussion, L. Christie motioned to accept the offer of space and store the documents at the NHS office, M. Durso seconded and the motioned carried.

M. Auer reported on the SuperNOFA Committee's wrap-up meeting. This year the process was more difficult due to the new format sent out from HUD plus the due date gave them one week less to work on it than last year. The committee decided it would be helpful to select a point person from each of the subcommittees and agencies to accumulate information throughout the year that would be needed for the next application, especially pertaining to progress on the goals set for the year. A checklist will be developed to help them keep track. HUD will be moving into electronic filing next year, which may present new challenges until all the problems are worked out. HUD will offer training. The committee found the HUD broadcasts to be helpful and recommended that more people attend these broadcasts next year. The committee will schedule another APR training to help the agencies capture more of the good work being done that was not fully documented on these forms this year. The deadline for submitting the proposals to the Clerk for the Executive Committee to read will be strictly adhered to next year. Ruth Morrisette has volunteered to work with M. Auer in putting next years SuperNOFA together. M. Auer agreed to send a copy of the minutes from the wrap-up meeting to the GNCOC Executive Committee members.

D. Lozeau suggested something be put in writing for the GNCOC to better inform them of the changes that are being made in the SuperNOFA application process so the whole membership will have a better understanding of the difficulties encountered this year.

M. Auer stated that she had received the bill from TAC for reviewing the application. Harbor Homes, Inc. will pay the bill and then send bills to the other renewal agencies for their pro-rated share of this bill.

S. Hurd reported that she would be calling together members of the Community Relations Committee for a meeting.

B. Mack said the Ending Homelessness Committee will be meeting on July 5<sup>th</sup> at 9:00 am and will be looking at the goals set for this year.

M. Durso reported that she has been working with St. Joseph's Hospital staff on the issues around Discharge Planning, specifically about the homelessness "needs assessment" forms. There was some discussion and Durso suggested that if a pamphlet of some sort could be given to the hospital staff showing the various resources in the community, it would be helpful. D. Lozeau said she would ask Maggie to put something together for her to use. Durso will be meeting again with the Southern New Hampshire Medical Center staff on June 23<sup>rd</sup>.

B. Belton-Jette presented the committee with various possible "awards" (handout) to honor Paul Newman on his recent retirement. After a short discussion, it was agreed to order a "glass" award and have something inscribed on it. After the price has been determined, the COC members will be asked to donate. This will be announced at the next full meeting in August, with the presentation to Paul to be made in September.

The search for an intern to help with COC projects is still on going. M. Durso offered make some inquiries into this before the next meeting.

The HMIS implementation strategy will be discussed at the next meeting. It was suggested that a HMIS representative be invited to this meeting.

Upcoming Meetings:

GNCOC general meeting: Aug. 2, 2006, 8:00 am, City Hall Auditorium

ENC Meeting: July 5 & Aug. 2, 2006, 9:00 am, City Hall, Room 208

Executive Committee: August 16, 2006, 8:00 am, Harbor Homes, Inc.

The meeting adjourned at 9:30 am.