

## **GNCoC Executive Committee Meeting**

November 15, 2023

### **Attendees:**

Heather Nelson, Harbor Care  
Wendy LeBlanc, Harbor Care, *Chair*  
Ashley Jackson, GNCoC Coordinator  
Pam Wellman, Family Promise of Southern New Hampshire  
Hannah Stohler, Marguerite's Place, *Clerk*  
Scott Wellman, Greater Nashua Mental Health, *Co-Chair*  
Doug Howard, Front Door Agency  
Maryse Wirbal, Front Door Agency  
Kathy Farland, Stepping Stones  
Violet Aureli, HEAL  
Robyn Malchanoff, ICA  
Kyle Farrell, Harbor Care  
Tom Lopez, Ward 4 Alderman  
Daniel Santiago, Harbor Care  
Henry Och, Harbor Care  
Mike Apfelberg, United Way Greater Nashua  
Bob Mack, Nashua City Welfare  
Jane Goodman, NSKS

### **1. Welcome**

- a. Wendy LeBlanc began the meeting at 10:05 am and led the group in a round of introductions.

### **2. Approval of October Minutes**

- a. Wendy LeBlanc presented the October Executive Committee minutes and asked for comments or approval. Bob Mack found two typos, one with the misspelling of Bobbie Bagley's name (sorry Bobbie!), and a typo on page 4 where the word "din" was in place of the word "in". Wendy asked for a vote to approve the minutes with these two edits. The motion was made by Jane Goodman and seconded by Heather Nelson. The Motion carried unanimously.

### **3. Discussion of Subcommittee Reboot**

- a. Wendy LeBlanc welcomed new subcommittee chairs who will now be attending Executive Committee meetings, including Daniel Santiago, Doug Howard, Kyle Farrell, Tom Lopez, and Bobbie Bagley.
- b. Wendy shared that the goal of adding subcommittee chairs to the Executive Committee is to bridge the gap in information between committee work and the Executive Committee, and so the Executive Committee can delegate work to committees and instead focus efforts on governance, strategic planning, and funding. Executive Committee members will also all serve on a committee, to increase communication between the Executive Committee and Subcommittees and overall committee participation.

- c. At the December General Committee Meeting, we will have each committee chair present on the function and goals of their committee and share regular meeting times. We will then pass around sign-up sheets.
- d. Bob Mack shared that some committees, like the HealthCare Coordination subcommittee, function better with smaller committees. Wendy responded that each committee can still share what they do at the December meeting, but if they are not looking for more members they don't need to recruit or have a sign-up sheet.
- e. Alderman Tom Lopez shared that the Employment Committee has had a fair amount of turnover when staff at relevant agencies experience turnover. Wendy suggested explaining the purpose and using the December meeting to recruit new attendees.
- f. Wendy expressed that the overall goal is that the bulk of CoC work is done at subcommittee levels. Subcommittee Chairs will provide brief report to Executive Committee at meetings as well as will report out to General Committee periodically.

#### **4. Review of Executive Committee Member Slate**

- a. At the December General Committee Meeting, we will need a vote from all CoC members on the updated Executive Committee slate. Officers Wendy LeBlanc, Scott Wellman, and Hannah Stohler do not need to be voted on because they are in the middle of two-year terms.
- b. The new Executive Committee slate includes:
  - i. Maryse Wirbal, Front Door Agency
  - ii. Henry Och, Harbor Care
  - iii. Daniel Santiago, Harbor Care, Veterans' Subcommittee Liaison *\*new Executive Committee member\**
  - iv. Shannon Osterhoudt, St. Joseph's Hospital *\*new Executive Committee member\**
  - v. Pam Wellman, Family Promise of Southern NH
  - vi. Tonia Knisley – Consumer (NSKS) and PLE Advisory Board Member. Jane Goodman to speak with Tonia to see if she would like to continue participating.
  - vii. Bob Mack, Nashua City Welfare, Healthcare Coordination Subcommittee Chair
  - viii. Michael Apfelberg, United Way of Greater Nashua, Youth Subcommittee Chair
  - ix. Violet Aureli, HEAL
  - x. Kathy Farland, Stepping Stones
  - xi. Shelby Brown/Megan Daniels, McKinney Vento Liaisons Nashua School District. Mike Apfelberg to check in with Shelby and Megan to see if they would like to continue participating.
  - xii. Heather Nelson, Harbor Care, Past Chair
  - xiii. Jane Goodman, Nashua Soup Kitchen and Shelter *\*new Executive Committee member\**
  - xiv. Bobbie Bagley, Nashua Public Health, Outreach Subcommittee Chair *\*new Executive Committee member\**

- xv. Meg Caron, City of Nashua *\*new Executive Committee member\**
  - xvi. Doug Howard, Front Door Agency, Coordinated Entry Subcommittee Chair *\*new Executive Committee member\**
  - xvii. Tom Lopez, Alderman, Employment Subcommittee Chair *\*new Executive Committee member\**
  - xviii. Kyle Farrell, Harbor Care, Data Subcommittee Chair *\*new Executive Committee member\**
  - xix. Ashley Jackson, Harbor Care, GNCoC Coordinator/ Ex Officio / Back up Clerk
- c. There was discussion of having more PLE participation at Executive Committee. The group determined this was a goal, but they didn't want to add more PLE on for the sake of doing so without a mentorship structure and defined role for participants. This will be a goal to discuss in the Strategic Plan. Pam Wellman shared that Family Promise has a Graduate Advisory Council model and her director Melissa is the lead for New England. She said she could share more about this model.
  - d. ICA will participate on Executive Committee but are a non-voting member.

#### **5. Review Committee Information in Governance Charter**

- a. Wendy LeBlanc asked all to review the Governance Charter to determine accuracy, specifically regarding Committee definitions.
- b. Bob Mack pointed out that the number of voting members in our Charter does not match the number of members added to the new slate. It was clarified that each organization only gets one vote, and each organization can determine who that voter is.
- c. Scott Wellman stated that Subcommittees should define annual goals and strategy and can share these with wider CoC. Wendy asked each subcommittee to review their committee's description in the Governance Charter and suggest changes as needed.
- d. Kyle Farrell expressed the importance of defining how committees work together (example: Coordinated Entry Committee and Data Committee have overlap; Outreach Committee and Data Committee both work on the PIT Count). Wendy suggested some of this may evolve with the development of the overall Strategic Plan.
- e. The Outreach Subcommittee needs to add "PIT Count Coordination and Community Education" to Charter Subcommittee description. The Data Committee will add "assist Outreach Subcommittee with PIT Data" to Charter Subcommittee Description.
- f. NOFO Ranking and Review Committee will be renamed the "Funding" committee and will meet quarterly rather than Ad Hoc during NOFO season. They are still in charge of ranking. Wendy will lead this committee and it will include participation from collaborative applicant.
- g. Tom Lopez shared that the Employment Subcommittee will add language to the Governance Charter Subcommittee definition including "coordinating community effort including engaging business community and economic development opportunities." Jane Goodman suggested including information about recovery friendly workplace initiative and other advocacy work that helps those

experiencing homelessness access and maintain employment. The group concluded that adding a bullet point around advocating for employer best practices and equitable access made sense.

- h. For the Veterans Homelessness Subcommittee, Daniel Santiago is the new chair. Daniel oversees SSVF, Outreach Team, Three Transitional Housing Facilities, Boulder Point Home in Plymouth, Homeless Veterans Reintegration Program, and more. They provide services to roughly 500 Veterans per year. He will be the liaison to Veterans services, and Wendy will meet with him to orient him to the CoC. After getting onboarded, he will suggest any needed changes to the Veterans Subcommittee description in the Charter.
  - i. Youth Homelessness Subcommittee – Chair Mike Apfelberg has a bullet point to add, which he will email to Wendy.
  - j. People with Lived Experience Subcommittee – The group determined we would leave the subcommittee description as is until we address how to engage PLE in our Strategic Plan. Jane Goodman asked if we have considered stipends. Wendy LeBlanc responded that we have and that they have been applied for in Planning Grant Funds. We are waiting to hear back.
  - k. The Health Services Subcommittee is missing from the Governance Charter. Chair Bob Mack is going to send content to Wendy or Ashley to add to the charter.
  - l. Pam Wellman asked where Diversion and Prevention work sits within the subcommittees. Wendy responded that it is within Coordinated Entry.
- 6. Strategic Planning Process**
- a. Wendy LeBlanc shared that in last month's meeting, we spoke about the need for a strategic plan for the CoC.
  - b. Maryse Wirbal had suggested contracting a consultant, and we discussed multiple agencies chipping in to pay for this.
  - c. Discussion was had on whether we could use HUD TA To facilitate, and feedback was that an outside consultant could be more objective and focus on high-level homelessness services coordination in our community outside of the bounds of HUD.
  - d. Pam Wellman shared that NHCF and NH Center for Nonprofits may have funding/consultants available.
  - e. Henry Och shared that Harbor Care has funds set aside for a specific strategic planning project that may be able to be repurposed.
  - f. Hannah Stohler shared that she thought we should do wider strategic planning first before bringing in HUD TA, to define our goals and then mobilize HUD to help us achieve them once we have a plan.
  - g. Mike Apfelberg said it may be worth asking the County for remaining ARPA funds to support strategic planning and said he would call Carrie Schena at Hillsborough County.
  - h. Henry Och will explore the internal opportunity, and Pam Wellman and Maryse Wirbal, amongst others, will investigate other funding opportunities.
- 7. 2024 General Committee Calendar Planning**

- a. For next year, we are going to reduce the number of presentations at meetings – it was wonderful to have so many topics, but less sharing occurred because of over scheduling, and some were duplicative.
  - b. The Balance of State CoC offers trainings outside of meeting time, most virtually. Discussion was had, and we determined this was worth looking into.
  - c. Subcommittee Chair reports will also drive conversation and sharing, as well as drive further committee participation.
  - d. A request was made to get a list of the trainings required by HUD annually, so we can come up with a plan to manage.
  - e. For the December meeting, we will have Subcommittees share their purpose and pass around sign-up sheets. We will then have Holiday snacks.
  - f. For the January 2024 meeting, we will have the Outreach Chair (Bobbie Bagley) share strategy for the Point in Time Count. ICA will present relevant data to the PIT Count, and Coordinated Entry Chair (Doug Howard) will share Coordinated Entry data and procedures relevant to the PIT Count.
  - g. Henry Och remarked that relative to required trainings, education, and information sharing, that it would be helpful to push out a survey to the whole GNCoC to source what information the group wants to learn more about. The group determined that this was a great idea and that the Data Committee could develop and facilitate this survey.
- 8. Other Business**
- a. Jane Goodman shared that the 11 Apartment Units at the new NSKS Spring Street Shelter are officially open as of last week, and tenants are all moved in. This opened up 8 additional beds in the shelter, which have all been filled. These units are transitional, with case management support. After one year, individuals receive section 8 vouchers.
  - b. Mike Apfelberg shared that he is doing the United Way Greater Nashua radio show for 24 hours starting on the Sunday after Thanksgiving through Monday after Thanksgiving. It highlights what is going on in our community. Please contact him to sign up.
  - c. Henry Och shared details of Harbor Care’s upcoming Thanksgiving meal. See the flyer for more details.
- 9. Adjournment**
- a. Wendy LeBlanc adjourned the meeting at 11:26 am.