

GREATER NASHUA CONTINUUM OF CARE

Meeting Minutes
Room 208, City Hall
February 2, 2005
www.nashua-coc.org

1. Call to Order: 8:00 a.m. by Chairperson Klaas Nijhuis.
2. All present introduced themselves and visitors were welcomed.
3. Minutes of January 5, 2005: B. Mack motioned to accept the January minutes with noted typo's corrected, P. Kelleher seconded and the motion carried.
4. Correspondence/Report of the Executive Committee: K. Nijhuis reported that, per a vote of the Executive Committee, he has written a letter of support (handout) to the Office on Violence Against Women in Washington, DC for Marguerite's Place asking them to "give favorable consideration to their application" on behalf of the Greater Nashua Continuum of Care. He reported that the Executive Committee has met twice in the last month and although still working to update the Guidelines, meetings are beginning to be focused on strategic planning for the Continuum. They will be meeting again on February 16th and will meet twice a month until this is completed.
5. The HUD Logic Model: Experiences of One Agency: W. Furnari handed out a copy of the HIV/AIDS Task Force's Logic Model form for HUD as an example of how they have used it. She said that funding was approved for the example and explained some of the details of filling in the form. She explained that Columns 5 & 7 stay blank until the project is finished. It helps to identify goals and report back when the goals are met. One form is needed for each service provided. She said it was a lot of work to fill out, but is helpful for managing the grants reporting. There will be a training session of March 15th. She has some materials she will share and her sample of the logic model is on the GNCOC website.
6. Ending Homelessness Report: B. Mack reported that this committee is continuing to review the Plan as an ongoing process with attention to target dates and progress made. They are looking for people to join the committee and help with this. K. Nijhuis asked that anything related to revision or progress reporting be brought to the committee's attention by e-mail. They are meeting twice a month, once right after the monthly GNCOC meeting and again the Thursday morning prior to the GNCOC meeting.
7. Current Statistics: D. Juskiewicz reported that the Point in Time (GAPS) committee is still receiving forms back from the annual homeless count done on January 25th. The first glance at figures show a slightly lower count than the prior

year. M. Auer asked if there would be another count done in July. B. Mack reported that the committee is considering the feasibility of doing it quarterly.

8. Info Bank Presentation: M. Decker made a presentation on the Info Bank's information and referral process. She stated that they stress accurate communication. They are constantly updating their information on the various agencies and will be in touch with them for this purpose. They have published a "Help Book". Their new location is at 18 Technology Way. They host the NIAC meetings each month and send notices of this meeting to all through e-mail.
9. Project/Program Updates/Awareness:
 - a. ConPlan Update (handout): E. Burgo reported that she has sent out questionnaires to all the agencies and is waiting for returns. After the GNCOC meeting on March 2nd there will be a discussion group meeting on the ConPlan in the City Hall Auditorium. The whole city is invited to participate and the final plan is due May 15, 2005.
 - b. The Year's CDBG/HOME Allocations: P. Newman, Manager of Urban Programs for the City Explained how the CDBG/HOME allocations are processed, which is mostly for "bricks and mortar" projects with a small amount going for operation costs. The applications for FY06 are due in by March 4, 2005. Anyone interested in applying should contact K. Nijhuis or P. Newman at the Urban Programs Department of the City Hall. Amounts awarded for these projects usually are between \$10,000 and \$50,000 or sometimes more may be allocated over a few years. On February 16th a Public Hearing is scheduled before the Human Affairs Committee of the Board of Alderman to hear about the project submitted for FY05 (current funded projects). A hearing is scheduled for April 20th to hear about projects submitted for FY06 (next year's funding) for discussion in May before submitting to HUD for funding. The funding for these projects usually begins in July of each year.
 - c. "Working Effectively with People Experiencing Homelessness" seminar at the Manchester Health Department, 1528 Elm Street on February 4th, 9:30 to 4:30 pm. This will be posted on the CoC website.
10. Continua Reports:
 - a. Manchester: T. Epaphras reported that this group does not meet every month but that their next meeting would be February 23rd. They are still working on their Ending Homelessness Plan and are discussing how to share information on the HMIS system.
 - b. BOSCO: M. Auer reported that this group meets once a month and at the last meeting there was much discussion around HMIS and confidentiality issues. They have formed a long range planning and ranking committee. There is a good exchange of ideas at their meetings.

11. Upcoming Meetings:

- a. Working Effectively with Homeless – Feb. 4, 9:30 – 4:30, Manchester Health Department.
- b. Executive Committee – Feb. 16, 8:00 am HHI Board Room
- c. Human Affairs Committee – Feb. 16, 7:00 pm, Aldermanic Chambers, City Hall
- d. Consolidated Plan Meeting and Focus Groups – March 2, City Hall Auditorium
- e. CDBG Capital project Funding Applications Due – March 4, 2005
- f. HUD Tentative All Day Training – Logic Model – March 15, 2005

12. Announcements:

- a. L. Skibba announced that the Greater Nashua Interfaith Hospitality Network has been given a firm date August 1, 2005 for moving into the facility on Lowell Road in Hudson.
- b. D. Cull announced that his YETTS program is getting started with activities, which include fixing up old cars for homeless families to use, called Cars in Recovery (CAR).
- c. D. Lozeau announced the latest project undertaken for So. New Hampshire Services is the Front Street project which will be a combination of affordable, owner occupied condominiums and economic development of the area. She also spoke of a fund raising event on Feb. 11th from 6-9 to benefit Big Brothers/Sisters which involved having your pictures taken with the World Series trophy.
- d. P. Kelleher and K. Keunung announced the Citizens Bank will leave canisters out in their banks to raise money to help with heating bills at the shelters this winter. Their goal is to raise \$50,000 and match it with their own funds.
- e. L. Christie announced the NSK&S “Empty Bowls” event taking place on Feb. 9th at the South Nashua High School. Tickets are \$12.
- f. K. Nijhuis announced that we were successful in getting all our projects funded through the SuperNOFA, a total award of Approximately 1.7 million dollars. We were only the second one in the state to receive “Shelter Plus Care” project funds. M. Auer applauded everyone who served on the SuperNOFA committee.

13. Next Meeting: The next meeting will be March 2, 2005 at 8:00 am in Room 208, Nashua City Hall. Afterward, the Consolidated Plan hearing will take place in the City Hall Auditorium on the third floor.

14. Adjournment: The meeting adjourned at 8:55.