

**Greater Nashua Continuum of Care Lead Entity
Meeting Minutes
For September 17, 2003 8:00 am to 10 am
78 Main Street**

Attendees:

Nashua Soup Kitchen and Shelter – Lisa Christie (Chair)
Harbor Homes, Inc. – Peter Kelleher
Marguerite’s Place – Sister Sharon Walsh
Southern New Hampshire Services – Nicolas Lorang for Donnalee Lozeau
Nashua Advocacy Group – David Cull
Nashua Urban Programs Department – Klaas Nijhuis (Clerk)

Excused: Representatives from
Community Council

Absent: Representatives from
Nashua Area Health Center
Nashua Pastoral Care Center
Nashua Housing Authority
Neighborhood Housing Services of Greater Nashua

Mary Auer, Harbor Homes, provided committee members with the agenda prior to meeting. Discussion loosely followed that Agenda.

Review of Mission and Purpose:

Mission/Vision as provided on NOFA Team/Lead Entity Meeting Notes dated 9/4/03.

Replaced Mission/Purpose with: *The Purpose of CoC is to provide the structure that will assure ending homelessness.*

Define Lead Entity:

For the time being, membership in the lead entity will continue to be as defined by the minutes of the 9/4/03 NOFA Team/Lead Entity meeting, subject to written confirmation by the Executive Directors of the respective organizations, and a decision about those who have only marginally participated:

Nashua Area Health Center (NAHC)
Nashua Pastoral Care Center (NPCC)
Marguerite’s Place (MP)
Community Council (CC)
Urban Programs Department, City of Nashua (UPD)
Nashua Advocacy Group (NAG)
Greater Nashua Council on Alcoholism/Keystone (GNCA)
Nashua Soup Kitchen and Shelter (NSKS)
Southern NH Services (SNHS)
Nashua Housing Authority (NHA)
Milford Welfare
Neighborhood Housing Services of Greater Nashua (NHSGN)

Harbor Homes, Inc. (HHI)
Klaas Nijhuis to solicit written confirmation from agencies
Agency representative to Lead Agency will be executive Director or that person's designee
The lead entity will include Lead Entity member roles and responsibilities to the CoC Guidelines. This will include:
Criteria for belonging to LE
Expectations around participation in General Meetings and Committee work
Participation in writing the grant
Providing data (as appropriate)

Review of the Bylaws:

The following motion was made by Lisa Christie, seconded by David Cull and passed unanimously: Upon review of current Bylaws the Lead Entity agrees to draft new Guidelines for operation of CoC to replace current draft Bylaws. The guidelines will be presented to the full CoC for review and approval.

The Lead Entity brainstormed as to Guideline elements/contents. Lead Entity representatives to bring draft language for these elements to upcoming meetings.

Guideline elements:

Legal structure: Association, informal or non-profit
Fiscal agent?
Geographic area and population served
Mission and Purpose:
For the Continuum
End Homelessness
For the Lead Entity:
Membership
General
Officers: Composition, terms, responsibilities, election
Committee Structure, Composition and Purpose, Meetings
Lead Entity
Role: Develop and Review Strategy and Goals for CoC
Membership: See above
Member responsibilities/criteria: See above
Other committees as needed
Records and Documents
Prepare and Review MOAs
Member responsibilities
Recruiting
Participation
General meeting

Monthly: first Wed of month, except Aug.
Attendance/Quorum
Agenda, formalized?
Annual Calendar of business?
Voting, project priority ranking
Information gathering and sharing
CoC to act as informed point of contact for the community-at-large
Website
HMIS
Relationship to other CoCs
Accountability/Monitoring/Evaluation to ourselves, to HUD (Are we making progress towards our stated goals)
Accounting of our resources: financial, human, in-kind (if we are a legal entity)
Advocacy Role

Voting Process:

To be discussed as we develop new guidelines

Review of Goals and Strategy:

Deferred to next LE meeting

Develop Memorandum of Understanding/Agreement with Mainstream Resource Providers:

No action, other than it should probably be addressed in Guidelines

Standard Intake Form:

No action taken

Other business:

A recommendation was made to ask an attorney (pro bone of course) to come and talk with us about the pros/cons, legal implications, benefits and liabilities associated with our current structure (informal association) and to help us explore other possible legal forms for structure, the advantages/disadvantages of incorporating

Could we be a clearinghouse like United Way?

Liability of members

Recognize that we don't (currently) have financial resources

Next meeting: Oct 8 8:00 to 9:30 am or Oct 7 10:00 to 11:30 am, subject to Nick Lorang confirming Donnalee Lozeau's availability. Nick later confirmed Ms. Lozeau is avail Oct 8.

Homework: Flesh out the guidelines outline

Klaas Nijhuis to get Lead Entity membership confirmation from agencies

Minutes Prepared by Klaas Nijhuis