

Veteran Homeless Committee Minutes

Date and Time

Wednesday, January 20th, 2016 from 2:00 pm to 3:00 pm

Location

Family Willows, 161 S. Beech St, Manchester, NH

Attendees

Ashley Kitchell, Nicole Clark, Emily Reisine, Keith Howard

2:00 Meeting Begins

ROI

- I. Before Veteran Committee can begin operating at its full potential, we need to have a release of information (ROI) in place, so that information can be shared. Information will be shared among the following organizations:
 - a. VA Medical Center
 - b. Liberty House
 - c. Veterans, Inc.
 - d. The Way Home
 - e. Harbor Homes
 - f. New Horizons for NH
 - g. Easter Seals
 - h. Potentially others too, after reviewing again next month. Suggestion was made by Emily that we look at the list of people on the governor's phone call to see if we have missed anyone.
- II. Committee spent the meeting discussing what specific elements are necessary on the form, as well as the purpose behind this document and the committee itself. Our determined goal is to provide housing to homeless veterans first. Connecting them with services is secondary to that.
 - a. Necessary components include: permission and signature, name, year of birth, last four digits of social security, contact #, current location, emergency contact, discharge status, and branch of service (including reservists and national guard)
 - b. Purpose statement should be included (This information is being disclosed for the purposes of finding housing services, etc).
 - c. Date of information intake should be required on form. Keith suggested, with everyone's agreement, that information should be destroyed after 45 days, unless a recertification is signed. As was pointed out, typically after this length of time, the connection between a homeless person and an outreach worker has been lost at any rate.
 - d. Nicole agreed to create a draft of this form, to be reviewed at our next meeting.
- III. Emily pointed out that we have to have a process in place and language that accounts for a person's refusal to sign ROI. For example, failure to sign ROI should not result in a loss of housing.



- IV. Committee will need to determine who is in charge of the list moving forward in the future. Furthermore, when will the list be updated and how frequently? For now, it was decided that the list will be updated every two weeks at each meeting.
- V. Serious discussion ensued about which was better, cake or pie. More to follow.

3:00 Meeting Concludes

Minutes Prepared By

Nicole Clark

Manchester Continuum of Care Coordinator, VISTA