

Veteran Homeless Committee Minutes

Date and Time

Wednesday, March 2nd, 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, Dan Ward

2:05 Meeting Begins

Phone Call with Melany

- I. Committee reviewed the by-name list with Melany Mondello, our technical assistance person from Vets@Home. This tool was developed through a partnership with SSVF, using successful communities as models.
- II. Master List Tab
 - a. There is a lot of information on this tab, but as Melany pointed out, CoCs can choose what information they want or need to collect, with more columns at the end in case additional information is needed.
 - b. Columns that begin with an underlined heading have to be filled in, in order for the tool to function properly. It was recommended that we identify the core columns needed to accomplish the purpose that we are trying to do.
 - c. It was highly recommended that we all read the instructions tab before attempting to enter in information on the list.
- III. Benchmarks Worksheet Tab
 - a. This tab has the four benchmarks and criteria, and should, if information is entered in correctly, calculate whether or not we have achieved each benchmark as a CoC.
 - b. We should begin putting data in as soon as possible as 90 days of data is needed to declare a functional zero. Melany recommended that we start with our GPD program, as well as any other new people then populate back until we have all of our data. Manchester should have a relatively small volume of homeless veterans.
 - c. Also on the benchmark tab are data point referents, which correspond to detail sheets. These are particularly helpful when checking for human error.

Confidentiality Agreement

- IV. Robert's continuing to work on the confidentiality agreement for our committee. The release of information seems to be finished for the most part.
- V. We will have to address what would happen if a privacy breach occurs.

Next Steps

- I. Nicole will reach out to New Horizons and to Harbor Homes, to see if either of them will send representatives for the next meeting.



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Melany will call in for the first half hour of next week's meeting.

3:15 Meeting Concludes

Minutes Prepared By

Nicole Clark

Manchester Continuum of Care Coordinator, VISTA