

# Data Collection Committee Minutes

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## Date and Time

Thursday February 16<sup>th</sup>, 2012 11AM-12PM

## Location

Federal Building, 275 Chestnut Street, Manchester, NH, 5<sup>th</sup> Floor, GSA Conference Room

## Attendees

Cathy Kuhn	Mark Stokes	Pascale Etienne	Susan Howland
Kyle Beaulieu	Mary Sliney	Shane Fisher	Tommy Lemoine

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## Minutes Approved from November and January

### CoC Intake Forms

- For SS, DOB there is an issue of Security. We have a form already created.
- The city expects there to be a form for those given ESG funded agency money to be completed by June. The city is looking for a face sheet with basic data. Cathy will email it to the committee.
- Eventually the MCoC may want to consider the option of biometric scan cards. Communities using it include some Connecticut continuums and Michigan. A probable concern would be clients losing them but they are coveted items and people do not end up losing it.

### PIT

- We are still waiting to hear back from a few people Liberty House, New Horizons, etc. The data is due to Kristina Riera at the state for verification by Friday Feb 24.
- There is a problem with a lot of extra people being listed as having stayed in transitional housing when it is incongruent with what is listed as available for transitional housing for the Housing Inventory Chart.
  - Kyle will be calling to talk to the contacts listed to see what they meant for transitional housing.

### CoC Check up

- In the survey for the CoC check up for every domain (4) there are additional questions to consider. Depending on your position in the CoC, you got different questions.
- The task of this committee is to use this data to create an action plan. The committee can make recommendations to the task force and general CoC. But the major task is to look through it.
- Goal is to assemble a larger team and assign people to different tasks.
- Options on who to involve at the table the VISTA Geoff at the HSC,CFS ,Harbor Homes, SNHS, Levi
- Look at the template look at and come up with goals actions step and strategies.
- Create a group that would meet twice before Mar 16 (due date) give them the summary data. Come to meeting with ideas. Everyone who is on the team go needs to go through plan. Need to come up with goals and actions.
- Mary may not be able to make it but will email her action steps. March 1<sup>st</sup> Lunch meeting 12:00pm. March 14<sup>th</sup> Breakfast meeting 9-11am.
- Cathy will send out report to task force. Let them know what we are doing and invite them to the team.

## Minutes Prepared By

Pascale Etienne  
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