

# Data Collection Committee Minutes

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## Date and Time

Thursday, September 20<sup>th</sup>, 2012 11:00AM-12:00PM

## Location

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

## Attendees

Geoff Smith	Mark Stokes	Casey Krafton
Kyle Beaulieu	Katie Simpson	Mary Sliney
Cathy Kuhn	Susan Howland	Vanessa Sarlo

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## June Minutes Accepted.

## APRs

- Reminder to get APRs in.

## Collaborative Applicant

- The Coc needs to be registered by Oct. 1<sup>st</sup> in order to apply for the NOFA.
- A Collaborative Applicant (Lead Agency) needs to be chosen.
- Should Families in Transition remain the Collaborative Applicant.
  - There might be some funding that comes with this responsibility.
    - This year, 1.25% (possibly 3% over time).
    - The money could be used to hire Susan to help with the NOFA.
    - FIT covers the cost of the Coordinator/VISTA – money could be used toward that.
    - We will vote formally at the General Assembly meeting.

## CoC Registration Process

- There will be an All Grantee Meeting in Manchester on October 24<sup>th</sup>.
- Board Structure:
  - The Task Force/Leadership Committee is our Board.
  - In the future, we will need to have a representative from the homeless population in Manchester (currently or formally) on the Board.
    - The Leadership Committee might consider amending the Bylaws to allow the homeless or formally homeless individual to be appointed versus elected.
  - The Continuum needs to have more diverse representatives – such as members from universities, law enforcement, hospitals, etc.
  - The Committee has decided on 12/31/13 as the date to have fully implemented the requirements.
  - After elections the new Leadership Committee (Board) should meet once per quarter.
    - The Board will be led by the General Assembly Chair.
  - The MCoC has a written process in the Bylaws about the selection of the Board leadership.
    - They are chosen through the elections.
    - There will be ten Board members.
    - 3 members of the Leadership Committee will not be Committee Chairs, but will be elected.
- Capacity:
  - 1. Describe the applicant's systematic process for measuring the performance of projects.

- They are measured by data quality and outcome reports. If there is a problem with performance the organization is contacted (first through written documentation, then Susan will call them) and asked for corrective action to be taken.
- 2. Describe the applicant’s systematic process for correcting poor performing projects. Be specific.
  - If the problem isn’t fixed, they will be given another opportunity. However, if the problem persists we let the organization know that the program is at risk and possibly find another agency to adopt the program. If there is a serious issue with a program or organization it will be brought up with the Board (Leadership Committee).
- 3. How does the applicant’s structure facilitate collaboration with public and private organizations to avoid service duplication and ensure that service and housing gaps are addressed?
  - Targeted committees, frequency of meetings, and public and coordinated planning.

### **Data Quality Report**

- We are meeting both the CoC Goal and the HUD Goal in % of Homeless Persons Moving From Transitional to Permanent Housing.
- We are meeting both the CoC Goal and the HUD Goal in % of Homeless Persons Staying in Permanent Housing More Than 6 Months.
- We are meeting the HUD Goal for % of Homeless Persons Employed at Exit, and are just below the CoC Goal.

### **Statewide PIT Updates**

- The Point in Time Count will be held on January 23<sup>rd</sup> this upcoming year.
- The State PIT Committee’s next meeting will be November 8<sup>th</sup> from 12:00-1:00pm at the Family Willows.

### **Minutes Prepared By**

Katie Simpson  
Manchester Continuum of Care Coordinator, VISTA