

# Leadership Committee Minutes

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## Date and Time

Thursday, June 13<sup>th</sup>, 2013, 3:00pm-4:00pm

## Location

Bridge Café, 1117 Elm Street, Manchester

## Attendees

Cathy Kuhn

Elise Annunziata

Monica Zulauf

Katie Simpson

Susan Howland

Dominique Rust

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## May Minutes Accepted

### Coordinated Intake/Assessment Updates

- The last state meeting on coordinated assessment went well.
  - Attendees had to complete a worksheet asking, “How does intake look in your area?”
    - Susan will get a copy of people’s responses to share with the group.
- The MCoC Coordinated Assessment Taskforce will meet Tuesday, July 2<sup>nd</sup>.
  - Those who rsvp’d they were coming include: Susan Howland, Cathy Kuhn, Mark Stokes, Keith Howard, Kevin Kintner, and Dianne Pitts.
  - We are hoping to have a member from Child and Family Services, Southern New Hampshire Services, 211, and HMIS join the Taskforce as well.
  - City Welfare will also have to come on board eventually.
    - In the future, the committee will reach out to Paul Martino.
- Cathy and Katie will get together and work on an agenda for the Taskforce meeting.
- The three entry points for the Manchester Coordinated Assessment System will be the YWCA, the Manchester Homeless Services Center, and the Families in Transition Family Center.

### Committee Goals

- Leadership may need to have a separate meeting to discuss the committee goals.
  - It will take a couple of hours to develop the goals.
- Increasing and maintaining membership is one of Leadership’s goals.
  - How does the MCoC engage its members?
    - The committee could develop strategic questions to pose to members in attendance.
      - “Significant Question of the Day”
      - Leadership should allow others the opportunity to respond instead of the same people always participating.
      - It might be helpful to break up into smaller groups to discuss the questions.
    - Leadership could develop a self-assessment to hand out to members for completion.
      - They can answer questions such as, “What have you accomplished/contributed/etc. this year to the MCoC?”

### Leadership Members

- The committee needs to reach out to Craig Everett about whether he plans to continue to serve on Leadership.
  - Susan will contact him.

- If he chooses not to participate, the MCoC needs to hold another election at the next General Assembly meeting.
  - The Leadership Committee should identify someone and approach him or her about the position.
    - It would be helpful to have someone from the business community or the police department apart of the MCoC.

### **New MCoC VISTA**

- A new MCoC Coordinator VISTA has been hired.
  - His name is Erik Wirkkala and he will begin July 15<sup>th</sup>.
- The role of the VISTA will change slightly this next year.
  - The VISTA will no longer be taking committee minutes or writing the committee agendas.
    - Committee chairs will have to send the Coordinator the upcoming agenda items prior to the next meeting.
    - Committee members will have to take turns recording minutes.

### **General Discussion**

- The NOFA release is coming up soon.
  - The BoSCoC's Peer Review project scoring criteria is almost complete.
    - Mark will send it out to the group for review.
- There is a HMIS assessment group that provides technical assistance for HUD that will be working with NH CoCs.
  - There will be a meeting in a couple of weeks.
- The NH Coalition to End Homelessness is launching a new program called, LEAP.
  - This will be a leadership training program for homeless or formally homeless individuals.
  - Participants will be trained to become advocates for homeless issues.
  - It will be an 8 month program starting this fall.
    - Meetings will move to different locations across the state month to month.
  - The NHCEH needs help recruiting members.
    - If you know of any potential participants, contact Cathy Kuhn.

### **Minutes Prepared By**

Kaitlin Simpson

Manchester Continuum of Care Coordinator, VISTA