

CAC Meeting

Thursday, September 12, 2019

Present: Jason Telerski, June Caron, Beth Todgham, Jenn Bishop, Carrie Schena, Betsy Houde, Lisa Tourangeau

Absent: Tricia Casey

Start: 5:05pm

Minutes by: Beth Todgham

Meeting began with introductions around the table as Lisa was welcomed to the group.

Minutes from the April 29, 2019 were reviewed. June motioned to approve the minutes; Betsy seconded. Minutes approved.

Updates to online application:

-) Suggestions were made that actual on-line application contain more detailed financial/budget information about agency/program requesting funding (fund raising, endowment, prior year income/expenses, etc)
-) Reviewed list of ancillary documents requested, including those associated with funding requests from agencies represented by fiscal agents.
-) Add phrase that requesting organization has a current Certificate of Good Standing" with the NH Secretary of State's office to section at end where agency head signs.
-) Add section to give agency opportunity to provide additional information about the request that was not covered in other sections of the application
-) Update the "Follow-Up Grant Report Section" to better reflect information on grants received by the agency in the two most recent fiscal years.

Beth will provide suggestions on how to address changes that were discussed at our next meeting - based on review on how these elements were presented in years prior to the on-line application.

Discussion of FY21 timeline:

-) Tentative application deadline was set for Wednesday, December 11 or Wednesday, December 18, 2019
-) Actual number of review sessions will be determined by number of applications received.
-) Commissioners will meet beginning Thursday, January 9, 2020 to review applications. Additional meeting dates will be scheduled for (all Thursdays) January 16, 23 & 30 and February 6 & 13.
-) Schedule will be adjusted to accommodate snow dates, if necessary.
-) Meetings will begin at 5:30pm.
-) Recommendations will be forwarded to the Mayor's office by the end of February.
-) Carrie will schedule technical assistance meetings.

Harbor Homes request

Group discussed request received from Harbor Homes that approximately \$17K allocated through the Community Grant process to the agency's Medical Respite Program to be re-allocated to programs offering similar services through Harbor Homes. Medical Respite Program has closed.

It was determined that more information is needed before a decision on this request can be considered.

Jason will contact the agency to confirm/find out the specifics on how/where the reallocated funds will be used to meet the medical needs of substance using community members in crisis.

Determination on whether these funds can be reallocated will be made once this additional information has been received.

5-Year HUD Consolidated Plan development

Nashua is in the last year of the current 5-Year HUD Consolidated Plan. Work is beginning on updating the plan with draft goals and priorities being discussed. Process will include community input from stakeholders including community members, area non-profits, police, fire and members of the financial services committee. Process will include meetings where stakeholders can rank/vote in real time on community needs. Carrie will keep our group updated and share ways that members of the CAC can be involved in the process.

Other Business

Carrie will follow up to make sure that the membership status of all CAC members are current.

Meeting adjourned: 6:50pm

Next meeting: Thursday, October 3, 2019 / 5:30pm