



# VA Maine healthcare System, Augusta, ME

## *HVAC Meeting Minutes*

Date: 7 May 2024

Time Started: 1000

Time Ended: 1125

ATTENDEES NAME	TITLE
Wendy Thomas-Blais	HUD-VASH Program Manager, HVAC Co-Chair, Acting BNL Manager
Kaitlin Plourde	Housing Liaison Supervisor at Preble Street, Assistant BNL Manager
Sarah Bernier	Veterans Forward
Barrett Fisher	Claims Supervisor for Maine Bureau of Veterans, HVAC Co-Chair
Brain Bouthot	Operations Coordinator for Veterans Services Transitional Housing Programs, VOANNE
Ray Michaud	Site Coordinator for GPD, Veterans Inc
Karen Martin	Coordinated Entry Specialist, VA
Dan Hodgkins	Senior Director of Social Work at Preble Street
Emily Richards	Hub 5 Coordinator, Assisting as Veteran Community Hub Coordinator
Jessica Grossman	Program Support Assistant, HUD-VASH, HVAC Secretary

**MINUTES:**

- Wendy invited feedback regarding the possibility of expanding the HVAC structure to a tri-chair system.
- As there are three governing bodies, each chair could take the lead with communications and become the expert for requirements set forth by the Governor’s Office, USICH, and BFZ
- The feedback was positive, discussion will continue regarding whom to select for the third chair, and the Written Standards will be updated to reflect the change.
- Discussion regarding individuals who should be included in the HVAC Leadership meetings.
- Update from Barrett on disbursement and reallocation of certain funds.
- Update from Dan about BRAP vouchers and their role in data collection.
- The generation and publication of condensed minutes for HVAC Leadership meetings was agreed upon.
- Karen Martins was designated to take over as BNL manager.
- Group collaborated on edits to the HVAC Written Standards.

( ) Approved ( ) Disapproved

Wendy Thomas-Blais  
Chair

Jessica Grossman  
Recorder

Distribution: Members