

10-YEAR PLAN TO END CHRONIC HOMELESSNESS

Management Advisory Team Meeting Minutes

January 3, 2008 ■ 10:30 A.M. ■ Pitt County Development Services Conference RM

Committee Members Present: James Rhodes, Paulette White, Lori Jones, Margaret Dixon, Stephen Smith, Karen Gilkey, Bob Thompson, Ruth Peebles, Georgia Claxton, Reverend Albert Shuler, Marilyn Williams, Amy Modlin

Committee Members Absent: Lynne James

The MAT members reviewed and accepted the minutes from the previous meeting.

Miscellaneous Updates

Amy Modlin, Housing Coordinator, East Carolina Behavioral Health LME (ECBH) has joined the MAT.

Lynne James is still scheduled to present to the League of Women Voters during a luncheon on January 10.

The press release was distributed on January 3. Each BRTF member has received a welcome packet with a memo and supporting documents.

January Kick-off Event

James reviewed the itinerary for the January 10 kick-off.

Wanda Bunch, Melissa Spain and Stephanie Hinnant will be invited to the lunch meeting with the Chamber of Commerce and Economic Development Commission. Ruth will attend the lunch meeting.

The MAT reviewed and approved the press conference agenda document presented by Ruth. Marilyn Williams will be added to the agenda and make closing remarks before the question and answer period. Philip Mangano and Martha Are will take the lead on addressing question.

**MAT members should arrive at the press conference on January 10 by 4 p.m.
Co-chairs should arrive by 4:30 p.m.**

The BRTF meeting agenda has been finalized. Bob Thompson's name will be corrected. The final agenda will be shared with Philip Mangano and Martha Are.

Marilyn will serve as the emcee of the BRTF meeting and address housekeeping issues and serve as the time keeper. Ruth will be responsible for closing remarks.

In addition to the sign-in sheet and materials, 5 minute and one minute signs index cards to write down questions, color coded name tags for the MAT members.

Ruth, Lori, Stephen and Paulette will meet at the Pitt County Community Schools & Recreation Center to determine layout and logistics for the kick-off.

Focus Groups

Ruth has contacted by phone and/or by email Omar Skinner, Diana Lucas, Sherry Van Hook and Barbara Tate to discuss the focus group series project. Only staff from Diana Lucas' office has responded and will follow up to confirm whether or not they can assist. The MAT members will assist Ruth by following up with contacts. It is critical that the focus group be scheduled by January 11 and that the availability of transcribers be confirmed. The Mediation Center may be able to transcribers for all of the focus groups.

Public Forums

The MAT will seek ideas from the subcommittee chairs regarding public forum topics and speakers. The MAT will present the subcommittee chairs with their ideas regarding topics and speakers. Part of the January 15 MAT meeting will be devoted to finalizing public forum topics and identifying speakers.

The MAT agreed that housing and predatory lending should be considered as a public forum topic.

To ensure good attendance at the public forums, the MAT must explore what is happening in the community before scheduling public forums.

It was suggested that the MAT should engage the Pitt Area Transit System (PAT) to provide transportation. It was also suggested that the Housing Authority provides buses.

The public forums will be held in Greenville due to the central location.

Best Practices Research and Economic Cost of Homelessness Data

Ruth provided the MAT with best practices documents – general information and information specific to each subcommittee (not including the Public Information and Awareness Committee).

All best practices, research documents and sources (websites, publications) will be posted by the appropriate category (permanent housing, services and support, etc.) on the 10-Year Plan website. Ruth will provide the initial research documents via email to subcommittee members. BRTF subcommittees will receive notices regarding research posting updates.

A link to the 10-Year Plan will be placed on the United Way website.

Research regarding the economic cost of homelessness should begin in January. It was suggested that the Regional Development Services (Willis Bldg.) be contacted to assist with gathering data. The business community and policy makers are most interested in such data.

Action Steps:

1. Paulette:
 - a. confirm with Jarvis Memorial UMC the meeting dates of the BRTF meetings and the January 24 MAT meeting with co-chairs
 - b. finalize the BRTF member list and revised MAT list
 - c. finalize the meeting location document

2. Lori:
 - a. share final kick-off meeting agenda with Philip Mangano and Martha Are

3. Ruth:
 - a. provide talking points for Reverend Shuler and Bob Thompson for the BRTF meeting on January 10 and revised talking points for the Mayor
 - b. revise press kit content – contact sheet and bios and press conference agenda
 - c. provide Paulette and Lori with a checklist of materials, etc. needed for the BRTF meeting; work with Paulette and Lori on coordination for the event
 - d. create her Power Point presentation for BRTF meeting
 - e. provide Paulette with helpful tips for getting started with cost data research and analysis
 - f. secure Durham's report (or determine the status of the report) related to the economic cost of homelessness

4. Marilyn:
 - a. provide Ruth with documents related to goal setting and outcomes to assist with developing a template for subcommittees to use
 - b. contact Omar Skinner and Diana Lucas about hosting a focus group and recruiting participants; Karen could also follow-up

5. ALL:
 - a. review all best practices research documents sent by Ruth by the January 15 MAT meeting

**Next meeting: Tuesday, January 15 at 10:30 a.m. in Pitt County
Development Services Conference Room**