

10-YEAR PLAN TO END CHRONIC HOMELESSNESS

Management Advisory Team Meeting Minutes

January 15, 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, Marilyn Williams, Amy Modlin, Lynne James

Committee Members Absent: Reverend Albert Shuler

The MAT members reviewed and accepted the minutes from the previous meeting. A minor revision was made to the meeting minutes. (See attached)

January Kick-off Event and Other

The MAT agreed that the kick-off event was a success. Although there could have been additional media coverage the coverage received was very good. The BRTF members were enthusiastic about subcommittee assignment and next steps.

Martha Are will present at the February or March BRTF meeting to provide a state perspective and share best practices.

It was suggested that the MAT travel to Asheville (similar size and demographics) to learn about the implementation of their 10-Year Plan.

The MAT agreed that there must be ongoing communication with the lunch meeting participants. The MAT will keep Wanda Bunch and Susanne Sartelle engaged.

Acknowledgement letters to Philip Mangano, Martha Are, Senator Dole's office and Senator Burr's office will be sent by the BRTF co-chairs.

Any new members to the BRTF will have to be appointed. James will be responsible for bringing names to the City and County officials. Anyone can serve as a "resource" to the subcommittees. Such an assignment would not require formal appointment.

January 24 MAT Meeting

The MAT reviewed and approved the suggested agenda for the January 24 meeting with the subcommittee chairs. The agenda includes the following items: review of the subcommittee work plan, recommended subcommittee meeting agendas, review of the 10-Year Plan table of contents, discussion of subcommittee work plan template and the public forum discussion. Ruth shared the draft of the subcommittee template for drafting goals, outcomes and strategies.

Focus Groups

Ruth has coordinated focus groups with Omar Skinner and Sherry Van Hook. Lynne James suggested that a focus group be held at the shelter. The deadline for completing all focus groups has been changed to mid-February due to the Point in Time Count scheduled on January 30.

One MAT member should be present at each focus groups (two at the most) to observe and assist with set up. Pizza will be served an incentives (food card) will be distributed.

Public Forums

The MAT agreed that the subcommittees should have input regarding the topics and speakers for the public forums. Subcommittee members will be asked to consider options for the public forums and provide preferred speakers and topics relate to their focus area. Subcommittees will be asked to discuss forum topics and potential speakers during their first subcommittee meeting. The MAT will discuss this request with the subcommittee co-chairs during the January 24 meeting.

Public forums will be held in March and April.

The Public Information an Awareness committee will meet early February to discuss publicity for the public forums and other PR strategies.

Best Practices Research and Economic Cost of Homelessness Data

Ruth will continue to provide with best practices documents – general information and information specific to each subcommittee (not including the Public Information and Awareness Committee). The Consolidated Plan (components of) may be a good source of information for BRTF members.

Ruth and Paulette will meet on January 24 to discuss the cost of homelessness research. It was agreed that the benefits to tax payers must be identified. Tax payers must see a direct savings. Such information must be shared with the community through media opportunities.

Action Steps:

1. Paulette:

- a. provide Ruth with directions to Jarvis Memorial United Methodist Church and parking information and make sure signs are posted on the day of the meetings held at the church

2. Ruth:

- a. schedule a focus group with Lynne James and follow up with the Family Violence Center, Sherry Van Hook and Omar Skinner
- b. send BRTF members meeting minutes and supporting documents (also to be posted on the website)
- c. revise subcommittee template for drafting goals, outcomes and strategies and distribute to the MAT for review

3. Marilyn:

- a. follow up with Diana Lucas regarding the focus group at their facility
- b. provide Ruth with any additional information that will assist subcommittees with the process of developing goals, outcomes, strategies

4. Bob Thompson and Reverend Shuler

- a. draft acknowledgment letters to Philip Mangano, Martha Are, and to the representatives of Senator Burr and Senator Dole's office and send to Lori for distribution

5. Lori:

- a. finalize acknowledgement letters from the co-chairs and distribute letters

6. Karen:

- a. secure Reverend Shuler's signature and provide it to Paulette
- b. provide Ruth with the Consolidated Plan and other documents

7. James:

- a. send thank you note to Wanda Bunch and Susanne Sartelle

**Next meeting: Thursday, January 24 at 10:30 a.m. at
Jarvis Memorial United Methodist Church**