

**10-YEAR PLAN TO END CHRONIC HOMELESSNESS**  
**Management Advisory Team Meeting Minutes**  
**January 24, 2008 ▪ 10:30 A.M. ▪ Jarvis Memorial United Methodist Church**

MAT 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, Reverend Albert Shuler

Subcommittee Co-Chairs Present: Capt. Cecil J. Hardy, Cassius Williams, Sandy Lee, Cheryl Waters, Van Madray, Michael Best, Devinder Culver

Guests: Taylor Holder

This was the initial meeting with subcommittee chairs and introductions were made.

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

### **Updates**

Focus groups will be held on February 4, 5, and 6 at the following sites: Flynn House, Greenville Shelter and Restoration Christian Fellowship. Volunteers from the Mediation Center will serve as transcribers. Ruth will provide subcommittees with focus group summaries upon completion of the sessions.

James and Ruth will meet with Teresa Ball, the County's Veteran's Services Coordinator to discuss homelessness among veterans and a potential focus group.

The Public Information and Awareness committee will meet in February 4 to discuss BRTF kick off footage, website content and publicity for the public forums.

The MAT will explore traveling to Asheville to meet with their 10-Year Plan team to discuss their best practices and experience and results of the implementation of their 10-Year Plan.

### **Subcommittee Work Plan and Other**

Ruth reviewed the subcommittee work plan and provided agenda topics for monthly subcommittee meetings (See attached). The proposed 10-Year Plan table of contents was shared (See attached).

Subcommittee co-chairs have been asked to use a template for providing goals, outcomes, indicators, strategies, timeline, strengths and challenges associated with each strategy, funding requirements, potential funding sources and potential community stakeholders responsible for implementing each strategy. Two versions (See attached) of the template were provided– one with definitions of terms and the other with examples.

In addition to the having a sample planning template, subcommittee co-chairs have requested samples of comparable 10-Year Plans and best practice information.

## **Public Forums**

Public forums (3-4) will be held in March and April. Public forum topic ideas were shared along with the sample descriptions of public forums hosted by Durham County (See attached). Subcommittees have been asked to review the suggested list of public forum topics during their first meeting and share suggested topics at the February 21 BRTF meeting.

BRTF members will be asked to assist with publicizing and gaining involvement for the public forums throughout the county.

## **Miscellaneous Items**

Discharge planning is a critical issue to be addressed by the 10-Year Plan.

Jarvis Memorial United Methodist Church receives requests weekly from individuals in transition. It was suggested that the Point in Time Count survey be made available at the church for distribution.

The Point in Time Count survey and other Pitt County homelessness statistics will be shared with subcommittees. The Pitt in Time Count survey for Pitt County and all participating communities is scheduled for January 31.

### **Subcommittee meeting dates are as follows:**

Permanent Housing – January 25, 2008 at 8 a.m., K&W Cafeteria

Prevention and Crisis Stabilization - January 30, 2008 at 8:30 a.m., Hope Station

Services and Support – January 30, 2008 at 1 p.m., Hope Station

Public Information and Awareness – February 4 at 2:30 p.m., Pitt County Development Services Conference Room

Transition to Independence – February 5 at 3 p.m., Greenville Shelter

### **Action Steps:**

1. Paulette:

- a. provide Reverend Shuler with Point in Time Count surveys for distribution
- b. provide the subcommittees with the results of the Point in Time County survey and trends from previous Point in Time Count surveys and Pitt County homelessness data by mid-February
- c. distribute acknowledgements letters from the Bob Thompson and Reverend Schuler BRTF co-chairs to BRTF speakers and guests

2. Ruth:

- a. email the subcommittee co-chair list to the MAT and BRTF members
- b. provide subcommittees with sample 10-Year Plans and best practices
- c. provide focus group summaries to the BRTF

3. Subcommittee Co-chairs:

- a. provide public forum topic recommendations at the February 21 BRTF meeting.

**Next meeting with subcommittee co-chairs will be held in March – DATE TO BE DETERMINED**

**Next MAT meeting: Thursday, January 31 at 10:30 a.m. at Pitt County Development Services**