

10-YEAR PLAN TO END CHRONIC HOMELESSNESS

Management Advisory Team Meeting Minutes

February 14, 2008 ■ 10:30 A.M. ■ Pitt County Development Services Conference RM

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

Committee Members Absent: Lori Jones, Lynne James

The MAT reviewed and accepted the January 31 meeting minutes.

Focus Groups

Amy and Kathryn will provide focus group “transcriptions” by Friday, February 15. Ruth will be responsible for summarizing the three focus groups.

Kathy Castillo has agreed to help coordinate a focus group with individuals from the Latino/Hispanic community. Ruth will follow up with Kathy and finalize details within the next week.

Subcommittee Meeting Updates

The Public Information and Awareness (PI & A) subcommittee will meet on Wednesday, February 20. The DVD’s featuring the BRTF Kick-off event has been produced. Footage will be featured on the 10-Year Plan website and Pitt TV. The MAT reviewed the PI & A PR plan.

The Permanent Housing subcommittee members have been reviewing best practices. Goals have been created and will be forwarded to Ruth. The next meeting will be held at 8:00 a.m. on February 22 on the 3rd floor of the Municipal Building. The City Council may assign additional members to the committee.

The Transitional Housing subcommittee had good attendance. The subcommittee identified transportation and the need for education regarding the image of the homeless among the community-at-large and professionals assisting the homeless population as issues to be addressed. The next meeting will be held on February 26 at 3 pm at the Greenville Shelter.

The Services and Support subcommittee recommends the combination of the Prevention and Crisis Stabilization and the Services and Support subcommittees due to overlap in focus. The MAT agreed Ruth should contact Omar Skinner and Cecil Hardy to see if they would be open to combining the subcommittees and leading one group.

Services and Support and the Prevention and Crisis Stabilization subcommittee identified access to services as a major issue and recommended that a central clearinghouse be established.

The Prevention and Crisis Stabilization Subcommittee will meet on February 27 at 8:30 a.m. at Hope Station

February 21 BRTF Meeting

The photo opportunity with co-chairs with the Hospital Foundation will be held prior to the BRTF meeting (8:00 a.m. – 8:15 a.m.).

The MAT approved the proposed BRTF meeting agenda. Minor revisions were made to the agenda. Subcommittee information listed on the agenda will need to be revised if the Prevention and Crisis Stabilization and Services and Support subcommittees are combined.

Ruth will send in advance to BRTF members the meeting agenda, meeting minutes, focus group summary and potential public forum dates. In addition, action steps will be outlined. Members will be asked to come with suggestions for public forum speakers and come prepared to discuss any issues to be addressed.

Donuts and coffee will be provided at the meeting.

Public Forums

The public forum dates are as follows March 18, April 3, 8, 15, 17, 22, 24, 29. Reverend Shuler is not available on April 22, 24 or 29.

The March 18 date may be in conflict with another public forum held by the City. Karen will confirm the date of the other forum.

The Boys and Girls Club is available for use on all the potential dates and Community Schools and Recreation is available for use on any Tuesday during April.

The Eppes Center, Willis Building, Shepherd Library and Sycamore Hill will be contacted.

It was recommended that one public forum be held during the day (noon – 2 p.m.) to ensure that everyone has an opportunity to participate in the public forums. Job training and employment might be the topic that would draw participants to a daytime forum.

The MAT reviewed and approved the sample program and agenda for the public forums. Sponsor logos will be removed and sponsors will be listed by name in order of the level of giving on the back of the program.

MAT members will serve as facilitators and transcribers for the small groups at the public forums.

Potential public forum speakers for the mental and physical health topic include Tom Irons and Mike Kupecki. The MAT agreed that the mental and physical health related topic has two very distinct dimensions to be addressed.

Action Steps:

1. Paulette:

- a. provide Ruth with the email address to insert on the public forum program
- b. handle logistics related to BRTF meeting (refreshments, etc.)

2. Ruth:

- a. send notice to BRTF regarding BRTF meeting and action steps
- b. follow up with Kathy Castillo and confirm focus group date
- c. contact Omar Skinner and Cecil Hardy about subcommittee structure
- d. complete focus group summary for distribution

3. Karen:

- a. contact the Eppes Center
- b. confirm the City's March 18 public forum date

4. Margaret:

- a. contact Pitt Area Transit System regarding transportation to public forums

5. James:

- a. finalize public forum schedule

6. James and Bob:

- a. follow up with potential public forum venues

**Next MAT meeting: Thursday, February 21 at 10:30 a.m. at
Jarvis Memorial United Methodist Church**