

**10-YEAR PLAN TO END CHRONIC HOMELESSNESS**  
**Management Advisory Team Meeting Minutes**  
**March 20, 2008 ▪ 10:30 A.M. ▪ Pitt County Development Services Conference RM**

Committee Members Present: James Rhodes, Ruth Peebles, Paulette White, Lynne James, Karen Gilkey, Marilyn Williams, Margaret Dixon, Bob Thompson, Stephen Smith

Committee Members Absent: Reverend Albert Shuler, Lori Jones, Amy Modlin

The MAT reviewed and accepted the March 20 meeting minutes.

### **Updates**

Karen provided a brief update on the audio conference on youth transitioning out of foster care. The focus of the conference was on the secured facility model in California and New York. A private nonprofit provides services while youth are in foster care (safe haven) and services continue after they transition out of foster care.

The focus group with the veterans will be held on Monday, March 31 at the VA Hut. Paulette and James will be responsible for taking notes.

Bob and Reverend Shuler participated in interviews with WITN. Bob submitted a letter to the editor and spoke with the County Reporter.

The Pitt County Transit System will provide transportation to and from the public forum for the Greenville Community Shelter clients.

Marilyn sent an email to the Call to Business representative to distribute to their membership.

James reported that the Daily Reflector will provide press about the public forums, but will provide more press after the draft of the plan.

Marilyn announced that consultant Rebecca Brownlee will be providing a training on strategic planning and providing insight on establishing goals, outcomes and strategies. The MAT and BRTF will be invited to attend after the training dates established.

### **Public Forums**

The press release announcing the April 1 forum will be distributed on March 28.

MAT members should arrive at the public forum by 6 p.m.

Kiara will create press packets for distribution at the public forum.

Paulette will create nametags for the MAT members and the registration document to capture the names and contact information of forum participants.

Stephen will be responsible for bringing a screen to the public forum for power point presentations.

MAT member volunteer assignments for the April 1<sup>st</sup> public forum are as follows:

Small Group Transcribers

(note taking on flipcharts/capturing all ideas/strategies):

Karen, Amy, Paulette and Stephen

Small Group Facilitators

(facilitating discussion/summarizing key discussion points during comment/response period):

Marilyn, Margaret, Lynne and Georgia

The number of small groups at each forum will depend on attendance. The maximum number of small groups at each forum is four.

The MAT reviewed the subcommittee goals, outcomes and strategies. Subcommittees must revise goals so that they are broad, determine measurable outcomes and create more detailed strategies.

The MAT revised Permanent Housing goal: Develop adequate supply of permanent supportive housing.

**Action Steps:**

1. Ruth:

- a. send the public forum invitation to BRTF members to send to their network
- b. complete the evaluation form for the MAT to review
- c. provide Paulette with the final draft of April 1 program, fact sheet and small group discussion questions for copying by March 31
- d. invite Zoe House to the forum
- e. contact subcommittees to inform of next steps and suggested revisions

2. Paulette:

- a. provide Ruth with updated fact sheet

3. Lynne:

- a. provide Rebecca Clayton with a list of individuals who will be needing transportation by 5 p.m. on March 28

4. James:

- a. follow up with the editorial board regarding the timing of a meeting with the board

5. Stephen:

- a. create a table top sign with Target logo to be placed at the food table

**Next MAT meeting: Thursday, April 3 at 10:30 a.m. at  
Pitt County Development Services Conference RM**