

10-YEAR PLAN TO END CHRONIC HOMELESSNESS
Management Advisory Team Meeting Minutes
March 27, 2008 ▪ 10:30 A.M. ▪ Jarvis Memorial United Methodist Church

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

The MAT reviewed and accepted the March 13 meeting minutes.

The MAT agreed that the March 20 BRTF meeting was successful.

The City of Greenville's Consolidated Plan will be emailed to the BRTF for review. The goals of the Consolidated Plan should align with the goals of the 10-Year Plan. Sandra Anderson will be asked to remind the MAT of the timeframe for providing feedback regarding the Consolidated Plan. The 10-Year Plan must make reference to the County's need for a full public transportation plan (regional intermodal approach).

Paulette reported on the Serial Inebriate Program (SIP). It was recommended that the 10-Year Plan includes a strategy that incorporates some of the recommended best practices related to the SIP.

The development of the video and implementation of the media PR plan for the forums is underway.

Public Forums

The email invitation with attachments (public forum announcement and forum descriptions) has been sent to the BRTF. The small group questions have been finalized.

The MAT agreed that recruitment efforts to help ensure that representatives from the business community are present at the public forums will be critical to the success of the public forums. Homeless and formerly homeless individuals from Zoe House, Flynn Home and the Greenville Community Shelter will be invited to the forums. Transportation should be made available to homeless individuals.

The BRTF will be reminded to use their own network and make a special effort to reach the business community. Presentations to Rotary Clubs should be made.

Easels and flipcharts will be available for small group discussions. Index cards and a drop box for additional comments will be available for participants. Participants will receive a program, fact sheet and small group discussion questions.

Media opportunities with radio and tv media have been scheduled. A press release and media advisory will be distributed.

All sponsors including in-kind donors like Target Stores will be featured on signage at the forums.

Target has donated a gift card for refreshments and has offered three volunteers to assist during the April 1st public forum. Target volunteers will help to manage registration. At least two MAT members will serve at the registration tables as greeters.

The MAT member volunteer assignments for the April 1st 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, James 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.

Action Steps:

1. ALL MAT members
 - a. review the Power Point presentation featuring the subcommittee goals, outcomes and strategies by the March 27 MAT meeting. The gaps and issues related to goals, outcomes and strategies should be identified.
2. Ruth:
 - a. develop an evaluation form for the public forum participants to complete
 - b. create all supporting documents associated with the public forum (program, fact sheet and small group discussion questions)
 - c. assign roles for each MAT member (transcriber/facilitator)
 - d. draft press release for distribution to local media
 - e. provide Stephen with any Power Point presentations from public forum speakers
 - f. provide Paulette with presenters' handouts for copying
1. Paulette:
 - a. contact West Greenville Satellite area and Captain Phipps regarding the Serial Inebriate Program
2. Marilyn:
 - a. send an email to the "Call to Business" group to help reach the business community
3. Margaret:
 - a. follow up with Rebecca Clayton regarding providing transportation for the public forums
4. James:
 - a. follow up with the editorial board regarding the timing of a meeting with the board
5. Stephen:
 - a. create sponsorship signs for the public forums

**Next MAT meeting: Thursday, March 27 at 10:30 a.m. at
Pitt County Development Services Conference RM**