

10-YEAR PLAN TO END CHRONIC HOMELESSNESS

Management Advisory Team Meeting Minutes

September 4, 2008 ■ 10:30 A.M. ■ Pitt County Development Services Conference room

Committee Members Present: Bob Thompson, Ruth Peebles, James Rhodes, Sandra Anderson, Amy Modlin, Lori Jones, Paulette White, Stephen Smith; intern: Matt Watterson

Committee Members Absent: Georgia Claxton, Reverend Albert Shuler, Margaret Dixon, Lynne James

The MAT reviewed and accepted the August 27 meeting minutes.

During the week of September 21, the MAT will meet on September 24 at 10:30 a.m. Ruth will participate via conference call.

Updates

Suzanne Sartelle and Stephanie Hinnant have agreed to provide support letters. Margaret has agreed to secure a letter from the Greenville Community Shelter. Messages regarding a support letter have been left for Kayla Hall.

An ad has been featured in the County newsletter regarding the upcoming public hearings.

The Pitt County Memorial Hospital Foundation Expo went well. A representative from Z. Smith Reynolds Foundation was present. There may be an opportunity to explore funding from the Foundation.

Ruth will present to the faith community on September 25 at noon. Reverend Shuler will provide details of presentation logistics.

10-Year Plan Revisions

Leesa Brinkley, the graphic designer, will complete the first draft of the layout by September 10. The MAT will have an opportunity to review the draft prior to and during the September 11 MAT meeting.

The MAT agreed that pictures of the Mayor and Chair of the County Commissioners Board should be featured in the plan. Other photos that accompany quotes of community leaders are not required. Compelling photos of individuals and families should be incorporated in the design of the plan.

Unveiling of the 10-Year Plan

The date of the unveiling of the plan and the event location are still to be determined.

Logistics and required materials will be discussed at the next several MAT meetings. A Save-the-Date notice will be sent to invitees.

Paulette created an invitation list for the unveiling event for the MAT to review.

Earl Phipps was suggested as a potential presenter at the unveiling event.

Transition from Planning to Implementation

The MAT made suggested revisions to the document outlining steps associated with the transition from planning to implementation.

Ruth presented drafts of the Project Manager Job description, Project Manager Screening Tool and potential interview questions.

Action Steps:

1. Ruth:

- continue to work with the graphic artist to complete layout and design of the 10-Year Plan document.
- revise the action plan/timeline for transitioning from planning to implementation.

2. Paulette:

- send James and Ruth the support letter to review and provide feedback.
- sign Bob up for the September 11 public hearing
- contact the Willis building regarding unveiling event
- create a matrix that includes availability of potential locations (Willis Bldg, gallery, City Council Chambers, etc.) and availability of the co-chairs, Mayor, and Chair of County Commissioners
- revise the 10-Year Plan display (larger banner, larger print)
- follow up with Lynne about identification of a presenter for the unveiling

3. Sandra:

- provide MAT with City Council agenda

4. James:

- contact Martha Are about attending the September 22 public hearings and provide a letter of support; Martha will also be invited as a guest to the unveiling event.

5. MAT:

- review the invitation list for the unveiling event.

**Next MAT meeting: Thursday, September 11, 2008 at 10:30 a.m. – 12 noon at
Pitt County Development Services Building**