

10-YEAR PLAN TO END CHRONIC HOMELESSNESS

Management Advisory Team Meeting Minutes

September 11, 2008 ▪ 10:30 A.M. ▪ Pitt County Development Services Conference room

Committee Members Present: Bob Thompson, Ruth Peebles, James Rhodes, Amy Modlin, Georgia Claxton, Lynne James, Paulette White, Stephen Smith; intern: Matt Watterson

Committee Members Absent: Lori Jones, Reverend Albert Shuler, Margaret Dixon

The MAT reviewed and accepted the September 4 meeting minutes.

Updates

Letters of support have been secured and will be presented at the public hearings. Martha Are will attend the September 22 public hearing and will speak for 3 minutes.

James, Paulette, Amy, Margaret and Lynne will attend the September 11 public hearing. In addition to Bob's presentation, Lynne and/or Margaret will speak at the hearing.

10-Year Plan Revisions

The first draft of the 10-Year Plan design has been completed. MAT members have been asked outline any recommended revisions to the layout and design and provide revisions/edits to **Ruth by Friday, September 19th**.

The following revisions were recommended:

- delete "Notes" pages
- 10-Year Plan logo should be placed on the front cover
- include more diverse group photos – people of color, women, families.
- photo of the Commissioners and the Chair should be the second photo(s).

Unveiling of the 10-Year Plan

The date of the unveiling is tentatively scheduled for December 2nd or 3rd is still to be confirmed. The event will take place at the Willis Building or the City Council Chambers/gallery.

Presenters will include two formerly homeless individuals or one formerly homeless individual and a community leader, i.e. Earl Phipps.

Materials for distribution will include copies of the plan and the executive summary. The 10-Year Plan display will be featured. Logistics will be discussed at a later date.

Transition from Planning to Implementation

The MAT will discuss further the details regarding the staff person responsible for assisting with the transition period from planning to hiring a Project Manager. Margaret Dixon with the Pitt County Department of Social Services, has offered to fund a position at approximately 10 hours per week January – June 2009.

Funding sources for administrative costs and program costs associated with implementation must be identified. In addition the MAT must confirm current funding sources already identified.

Ruth revised the transition to implementation document. The Advisory Board appointments and Executive Committee appointments will be made and other administrative issues will be addressed during the transition to implementation phase. Marketing efforts during the transition phase will include links to websites, updates to BRTF members and others on the email distribution list; 10-Year Plan website updates, articles in the ECU publications and other strategies will be implemented.

Potential funders for implementation include:

- Pitt County Community Foundation
- Kate B. Reynolds Charitable Trust
- Sisters of Mercy Foundation
- Smith Foundation (Wanda Bunch)
- Z. Smith Reynolds Foundation
- Local churches (St. James United Methodist Spring Fling Foundation)
- United Way

Foundation Center was suggested as resource for identifying funding sources. It was suggested that the MAT explore what other 10-Year Plan communities' innovative ways to raise funds for implementation.

Action Steps:

1. Ruth:

- provide Leesa with all revisions and comments related to the 10-Year Plan on September 23rd
- request that Leesa create a separate Executive Summary for distribution
- search for more diverse photos it include in the 10-Year Plan design

2. Paulette:

- contact Reverend Shuler regarding attendance at public hearings
- send draft of plan to Beth to include in agenda abstract
- confirmations for both sites Willis Building and City Chamber office

3. Lynne:

- confirm speakers for the unveiling event

4. MAT:

- provide Ruth with all revisions and feedback (edits and comments regarding layout and design) by September 19

**Next MAT meeting: Thursday, September 18, 2008 at 10:30 a.m. – 12 noon at
Pitt County Development Services Building**