

## **10-YEAR PLAN TO END CHRONIC HOMELESSNESS**

### **Management Advisory Team Meeting Minutes**

**September 18, 2008 ▪ 10:30 A.M. ▪ Pitt County Development Services Conference room**

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

Committee Members Absent: Reverend Albert Shuler, Margaret Dixon

The MAT reviewed and accepted the September 11 meeting minutes.

### **Updates**

James, Paulette, Amy, Margaret and Lynne will attend the September 11 public hearing. All presentations went well (Lynne, Cheryl Easter, Bob). One comment made related to mental illness not being included in the section of the plan featuring “special populations.” The MAT agreed that revisions to the 10-Year Plan document were unnecessary. Staff should emphasize how the 10-Year Plan addresses the issue of mental illness among homeless individuals during the September 22 public hearing.

A support letter from the Town of Winterville has been received. Six or seven letters have been secured to date.

### **10-Year Plan Revisions**

All revisions related to the 10-Year Plan must be submitted to Ruth by **Friday, September 19<sup>th</sup>**. Ruth will outline all revisions and submit to Leesa Brinkley. The second draft of the layout and design will be completed by September 29 and the final version for printing will be completed by September 30.

Lynne has provided photographs that will address the diversity issue previously identified by the MAT.

### **Unveiling of the 10-Year Plan**

The unveiling event will be held on December 2 at the Willis Building. Lynne confirmed that Sharon McLaughlin will serve as one of the presenters during the event.

The press conference will last approximately 20 minutes. Thirty minutes will be designated for presentations during the reception. Set up will accommodate 100 attendees.

The unveiling event date will be sent to public officials after the September 22 public hearing.

### **Transition from Planning to Implementation**

The City of Greenville’s designated funds for the 10-Year Plan implementation phase will not be available until August (CDBG funds).

Paulette will assist with the transition to implementation phase which will begin in January 2009. She will devote approximately 10 hours per week to the pre-implementation/implementation phase of the 10-Year Plan.

The MAT will determine the team's meeting schedule after Ruth's contract ends. The team will need to decide whether it is necessary to meet on a weekly basis or every other week. The focus of the meetings will be the planning of the unveiling event and the implementation phase.

### **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
- send Leesa search for more diverse photos it include in the 10-Year Plan design
- prepare presentation to faith community to be held on September 25 at Taft Christian Life Center

2. Paulette:

- contact Reverend Shuler regarding attendance at September 22 public hearing
- send the MAT the September 22 public hearing abstract and agenda
- follow up with Earl Phipps by phone regarding his availability to speak at the unveiling event to be held December 2
- confirm Mayor Dunn's availability on December 2
- follow up with Kiara about audio visual equipment to be used at the unveiling event
- create a budget for the unveiling event to share with Margaret Dixon; DSS is willing to help underwrite the cost of the event
- arrange presentations during the public hearing (Reverend Shuler, Martha, Lynne James, Elizabeth Jesse)

3. Sandra:

- contact Steve Hawley about borrowing audio visual equipment 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: Wednesday, September 24, 2008 at 10:30 a.m. – 12 noon at Pitt County Development Services Building (Ruth will participate by phone.)**