

**Homeless Committee Meeting Minutes  
Tuesday, April 12, 2022 – 1:00 p.m.  
Cumberland County Department of Social Services  
1225 Ramsey Street, Fayetteville, NC**

**COMMITTEE MEMBER ATTENDEES**

Courtney Banks-McLaughlin, Council Member, City of Fayetteville  
Chris Cauley, Director, Fayetteville Economic & Community Development Department  
Dr. Marvin Connelly, Superintendent (and designee Pamela Story, Social Work Coordinator-Homeless Liaison), Cumberland County Schools  
Tawana Dawkins, Data & Evaluation Analyst, Cumberland County Community Development Department  
Sally Shutt, Assistant County Manager (Governmental Affairs), County of Cumberland  
Dr. Toni Stewart, Board Commissioner, County of Cumberland  
Dee Taylor, Director, Cumberland County Community Development Department  
Michael Boose, Board Commissioner, County of Cumberland  
Dr. Telly Whitfield, Assistant City Manager, City of Fayetteville  
Susan Williams, Board Member, Cumberland County Schools

**OTHER ATTENDEES**

Other attendees included staff from both the City and County and various stakeholders in the community.

**REGRETS**

Debbie Brown, Chair, Fayetteville / Cumberland County Continuum of Care on Homelessness  
Tracy Jackson, Assistant County Manager, County of Cumberland  
Larry Wright, City Council Member, City of Fayetteville

**AGENDA**

- Call to Order
- Approval of the Agenda
- Approval of the Minutes
- Public Forum Rules and Procedures
- Nonprofit Workshop Update
- Homeless Strategic Plan Update
- Reports / Updates
  - Continuum of Care
  - Day Resource Center Project
  - Homeless Shelter Planning
- Next Meeting

- Adjourn

	TOPIC	DISCUSSION / PROPOSED ACTION
1	<b>Call to Order</b>	Commissioner Stewart called the meeting to order at 1:05 p.m.
2	<b>Approval of Agenda</b>	<p>Councilwoman Banks-McLaughlin made a motion to accept the agenda with the additional changes. Commissioner Boose seconded. The motion was approved unanimously. The agenda for April 12, 2022 was changed to add the following items:</p> <ul style="list-style-type: none"> <li>• “Approval of the Agenda” after “Call to Order”</li> <li>• “Public Forum Rules and Procedures” after “Approval of the Minutes”</li> </ul>
3	<b>Approval of the Minutes</b>	Susan Williams motioned to accept the minutes from March 8, 2022. Commissioner Boose seconded. The motion was approved unanimously.
4	<b>Public Forum Rules and Procedures</b>	<p>Dr. Telly Whitfield outlined the rules of procedure for a public forum held during the Committee meeting. He stated the Committee wants to make sure that this is done in a structured manner to hear from public. City and County Staff had worked with the Committee Chair and Vice Chair to help frame out the rules and procedures. This process is modeled after the County and City Board meetings. A sign-up sheet will be available at each Committee meeting. He read the public policies and procedures (attached).</p> <p>Susan Williams motioned to approve the Public Forum Rules of Procedure. Councilwoman seconded. The motion was approved unanimously.</p>
5	<b>Public Forum</b>	The Committee will begin holding a public forum at the next meeting.
6	<b>Nonprofit Workshop Update</b>	<p>Dr. Telly Whitfield indicated City and County staff have been working with the Chair and Vice Chair along with FTCC in effort to provide capacity building training to organizations interested in serving community that may not have their 501c3 status. FTCC will provide this training at no cost. The Committee and FTCC is still working on this project.</p> <p>The intent is to ensure organizations have their nonprofit licenses, will be able to compete for grants, and will be able to deliver vital services to the community.</p> <p>The three potential workshops include:</p> <ul style="list-style-type: none"> <li>• General overview of nonprofit (formation, management)</li> <li>• How to operate a nonprofit (recruiting, screening board members, reports, best practices for sustainability)</li> </ul>

		<ul style="list-style-type: none"> <li>• Funding raising, grant writing, and reporting</li> </ul> <p>Tentative dates but must finalized before providing this information. Additionally, connections have been made with many of the organizations and resources. The hope is to have this finalized within this week.</p> <p>The Committee will work with the public information office to put the information out.</p>
7	<b>Homeless Strategic Plan Update</b>	Dee Taylor provided an update on the Homeless Strategic Plan and included the four impact areas. She stated she have had discussions with Cindy Crain, OrgCode Consulting, Inc., about conducting a provider training workshop on diversion, prevention and case management. The tentative dates for these trainings are June 6 <sup>th</sup> and June 7 <sup>th</sup> . There will be a series of capacity building training for local providers will follow.
8	<b>Reports/Updates</b> <ol style="list-style-type: none"> <li>a. CoC</li> <li>b. Day Resource Center</li> <li>c. Homeless Shelter Planning</li> </ol>	<p>CoC Update: Debbie Brown sent an email with a CoC update to the Committee officers.</p> <p>Day Resource Center: Chris Cauley indicated the City is working on construction bids and this will be issued next week. Team is also working on a Request For Qualifications for a nonprofit to come in as a mall manager and manage the space and create partnerships. The City is also partnering with the CoC. The City will do a workshop to discuss what that will look like.</p> <p>Homeless Shelter: Sally Shutt stated a group from the County visited the Durham Rescue Mission on Saturday, April 5<sup>th</sup> to obtain ideas. They were obtaining information on grant funding, design, planning, needs, number of beds, and other attributes.</p> <p>Councilwoman Banks-McLaughlin asked if a location has been determined. Commissioner Stewart stated the County is looking at all potential options such as whether to use existing buildings or build from the ground up. The County is still looking for land.</p>
9	<b>Next Meeting</b>	The next meeting will be 1:00 p.m., Tuesday, May 10, 2022, at the Cumberland County Department of Social Services. <i>[UPDATE: THE MAY 10<sup>TH</sup> MEETING WAS CANCELLED]</i>
10	<b>Adjournment</b>	Susan Williams motioned to adjourn. Commissioner Boose seconded. The motion was approved unanimously. The meeting was adjourned at 1:20 p.m.

Documents Distributed During the Meeting:

- Agenda for April 12, 2022 HAC Meeting
- Minutes from March 8, 2022 HAC Meeting
- Public Forum Rules of Procedure

Approved: July 12, 2022