**COC: Support Services Task Force Meeting**

**Wesley United Methodist Church**

**2/17/16**

**In attendance: Freddie Crawford, Amanda Poston, Kim Boyd, Amber Berry, Ann DeSisti, Crystal Haslett, Nicole Spacey (via conference call), Zach Alexander and Laura Alvarado**

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The group was provided a tour of Wesley United Methodist Church and the potential spaces available during the community day on March 16th. Following the tour we gathered for the Task Force meeting to chart out the logistics for the upcoming Community Day.

Laura Alvarado shared that during the Blueprint Council she shared with the Council that the potential full COC Community Meeting which was slated for the week of March 16th could potentially coincide with the Community Day that the Support Services Task Force was planning to share the survey data recently collected in late fall of 2015. The Blueprint Council later followed up with a google doodle for the best potential date. It was decided that the full COC Community meeting would coincide with the Support Services Task Force Community Day on March 16th. Laura asked the Task Force if that felt good to them and if everyone felt that we could achieve the Task Force plans given that the first two hours (8:30-10:30a.m.) would be presentations made by the various COC Committees. All agreed that it should work.

Zach Alexander shared that he had been working through the data to make some good connections that could be points of discussion for the upcoming Community Day and break out groups. Laura shared that the Task Force had reviewed some of that data at the January meeting and would forward on the survey data summaries from each Township onto new Task Force members.

The group talked about the goals for the day. It was brought up that the surveys for those experiencing homelessness really asked about services received in the last six months, gaps in services (those services that the individual needs but couldn't receive/why) and then how do the individual accesses services. It was brought up that the goals for March 16th should mirror the overarching goals of the entire project (learning about services in each of the Township areas, gaps and how people access those services) so we can come out of the Community Day with action steps to make an improvement in services in each of the Townships.

Laura shared that Alan Witchey from CHIP wasn't able to join us for the meeting but provided some guidance to the group in an email to me. We chatted through the potential timeline that Alan suggested as well as that Alan said he would be willing to facilitate the day if we couldn't find a consultant for the day. The Task Force decided on the following:

**March 16th (8:30a.m.-4:30p.m.)**

- **8:30-10:30a.m.:** **Full COC Community Meeting** (Presentations made by each of the COC Committee groups and the progress made)
- **10:30-11:00a.m.:** **Break**
- **11-12:15p.m.** **Review of the Support Services Task Force Project (Overview)**
    - **Task Force Data-** review survey results collectively and by individual Township groups

- **Individuals may leave following the data presentation,** those that stay for the break out/brainstorming groups to receive lunch

- **12:15-1:00p.m.** **Lunch**
- **1:00-2:00p.m.** **Large Group Discussion:** reactions to data and discussion of potential solution from a citywide perspective, explanation of next steps
- **2:00-3:30p.m.** **Breakouts by townships** (Center, Lawrence and Warren), discuss unique factors in assigned township, brainstorm potential action steps to make one improvement in each township, assign tentative timelines and develop next steps
- **3:30-4:00p.m.** **Reconvene as one large group: share steps with the entire group**
  - **Task Force to thank everyone for coming and participating in the day**

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**4:00-4:30p.m.** **Task Force will clean up the rooms and close up for the day**

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**Set-up**

The Task Force discussed that it would be great if we could arrive at **2:30p.m. on March 15th to do set-up** of all the spaces so we would not need to arrive at 5a.m. on March 16th to be ready by the time everyone arrives. Diane at Wesley United Methodist Church believes that this should work. They would move tutoring to an upstairs location for that evening.

**Set-up to include:**

- Water (Amanda and Crystal) /snacks (Laura) tables upstairs
- Setting up of all the tables/chairs and break out rooms- Post it Pads/dry erase boards and markers
- Creation of nametags and the registration table

**All Task Force members to help with set-up on March 15th at 2:30p.m.**

**Additional jobs prior to March 15th**

- Create the event brite **(Zach Alexander)** and once this is completed Zach will pass onto all COC members and Task Force members to request and invite people that should be there (we will need to do a cap of rsvps to make sure we have adequate space and can accommodate all the individuals)
- Secure food/drinks for lunch and all snacks **(Laura Alvarado)**
- Find a consultant or develop all the templates for room leaders to follow for the day **(Alan Witchey)**
- Data crunch, analysis and presentation **(Zach Alexander and Survey Work Group leaders)**
- Purchase 4 cases of water/nametags **(Crystal Haslett and Amanda Berry)**
- Purchase dry erase boards/markers **(Laura Alvarado)**
- Secure all coffee (supplies) and breakfast foods (bagels/crème cheese and supplies-plates/knives/napkins**) (Nicole Spacey)**

**We discussed the following jobs/roles to be taken on by various Task Force members for the day (March 16th):**

- Michael Johnson: Tech set-up and support for the day
- Nicole Spacey: Breakfast pick-up and set-up (Bagels and Coffee/Cups/creamer/sugar/
- Laura Alvarado: Lunch delivery and set-up (11:45a.m.) Working on Second Helpings- handling all logistics
- Crystal Haslett and Amber Berry: Registration Table- sign-in

**Leaders/Scribes in Break-out rooms**

- **Center Township:** Alan Witchey (Facilitator) and Nicole (scribe) and Crystal Haslett (Facilitator) and Amber Berry (scribe) – If we need to break Center into two groups
- **Warren Township:** Amanda Poston (Facilitator) and Michael Butler (Scribe) – Need someone to also be a Spanish Speaker if needed)
- **Lawrence Township:** Kim Boyd (Facilitator), Ann DeSisti (Scribe) and Zach Alexander (Spanish Speaker)