

MEETING MINUTES

**Town of Waynesville
Task Force on Homelessness**

Thursday, July 23, 2020

6:00—7:30 PM EST

**Location: Public Services
Building
129 Legion Drive**

Meeting Facilitator:	Amy Murphy-Nugen	
TOW TFH Members Roster		
✓ Police Chief David Adams or appointee	✓ Commissioner Kevin Ensley	✓ Amy Murphy-Nugen (interim Chair)
✓ Juleah Berliner	✓ Keri Guidry	Linda Nulsen
✓ Dale Burris	Bill Guy	Theresa Pierce
✓ Nathan Cartwright	✓ Mandy Haithcox	Joey Reece
✓ Sheriff Greg Christopher or appointee	Laura Howell	✓ Joslyn Schaefer
✓ Bob Cummings	✓ Jon Lynn McDermott	✓ Alderman Anthony Sutton
✓ Patsy Davis	Neese Morris	✓ Brandon Wilson

Welcome and Introductions

The meeting was opened with a welcome message for the Task Force members along with members of the community. Interim Chair Murphy-Nugen reviewed the agenda and explained logistics for adhering to COVID-19 guidelines during the face-to-face meeting. Chair Murphy-Nugen also explained approval of both the June 25th and July 23rd meeting minutes would be included on our next agenda.

Review of Task Force Charge & Responsibilities

Interim Chair Murphy-Nugen reviewed the charge and goals of the Task Force as articulated by the Mayor and Board of Aldermen:

1. Research the demographics of persons who are homeless in Waynesville and the causes of homelessness;
2. Examine stigmatization, criminalization and discrimination associated with homelessness;

3. Conduct a gap analysis to identify needs, existing community capacity, and additional resources necessary to prevent and respond to temporary and chronic homelessness; and,
4. Developing a collaborative community action plan to fill system gaps and improve existing programs.

Interim Chair Murphy-Nugen also noted expectations of Task Force members as well as the context of local conditions that resulted in the creation of the Task Force. These items are detailed in the July 23rd power point. In addition, Interim Chair Murphy-Nugen noted the agreed-upon commitment of the Task Force to address the continuum of issues associated with homelessness—including strengthening service delivery systems to improve the quality of life for our neighbors who are homeless and addressing concerns of our neighbors and local businesses who are impacted by the proximity of homelessness in our community.

Survey Feedback, Discussion and Decision of Guiding Principles

Following the June 25, 2020 meeting, Interim Chair Murphy-Nugen shared a feedback survey with the Task Force members. A majority of the Task Force members completed the survey (n=13—not including the interim chair). Survey results were shared noting perceptions and feedback about how productive the first meeting was, how comfortable Task Force members are in sharing their opinions, and ideas about how the Task Force will work together.

Interim Chair Murphy-Nugen took a moment to note that the “process” of how the Task Force decides to work together will impact the quality and sustainability of the “tasks” we work on together. Consequentially, some time was devoted to making decisions for how to complete the Task Force's charge.

A motion was made by Brandon to approve the principles as they were presented and discussed:

- Commit to the goals and objectives of the Task Force
- Commit to attending Task Force meetings and actively participate on at least one work group
- Treat everyone with respect
- Practice active listening--listening first to understand
- Offer open-minded consideration--including embracing respectful and productive disagreement and dissent as essential to developing sound decisions
- Focus on issues and avoid personalizing criticism
- Actively engage and also practice self-restraint (i.e. share speaking time)
- Reflect an asset-based, solution-focused, data-informed approach to decision-making
- Expect the process to be messy & uncomfortable at times
- Remember that we are all neighbors
- Remember that all discussions center on fellow human beings; refrain from the dehumanization of any individual or group.
- Share responsibility to hold the Task Force to the above principles.

Keri seconded the motion. The vote was called and there was a unanimous decision to adopt the principles to guide the work of the Task Force.

The Task Force then voted on its decision-making process to govern our work. Alderman Sutton made a motion that the following processes be approved:

1. A quorum of the Task Force consists of 11 members.
2. A quorum of the Task Force must be present for any vote to be called.
3. When a decision needs to be voted on, then only present Task Force members present for the meeting may vote.
4. A simple majority vote is required to pass a vote.
5. The Task Force will follow Robert's Rules of Order.
6. For the first three months, the Task Force will meet twice a month and then revisit meeting frequency.
7. For the first three months, the Task Force meetings will last 90 minutes and then revisit meeting duration.

Juleah seconded the motion. A vote was called and passed unanimously.

Work Plan & Process, Communications

Interim Chair Murphy-Nugen recognized both the need to respond to immediate needs of our neighbors who are homeless and to our neighbors who have been impacted by the presence of homelessness in our community. She also noted the complex nature of homelessness, explaining that it is a multi-faceted and multi-layered issue. Consequentially, the work of the Task Force is expected to occur over 12-months.

The Task Force began identifying and discussing key issues by clarifying both rapid response (next 3 months) and long-term planning (4-12 months) and action items. They used a model called "KABBE" to brainstorm actions for change. KABBE is an acronym for Knowledge, Attitude, Beliefs, Behaviors, and Environment. As part of the key issue discussion, Interim Chair Murphy-Nugen shared data from Sergeant Carver with the Haywood Sheriff's office regarding evictions. Due to associated economic impacts with COVID-19 and protections ending (i.e. job loss, economic hardship, ending of eviction protection), evictions are anticipated to increase. Sergeant Carver reportedly administered 9 evictions in two days this week.

Task Force members were asked to consider this key issue and brainstorm up to 10 changes they thought would benefit our community in:

- Strengthening service delivery systems
- Improving the quality of life for our neighbors who are homeless
- Addressing concerns of our neighbors and local businesses who are impacted by their proximity to homelessness in our community.

A summary of this activity and discussion is provided in a separate document entitled, Summary of Key Issue Activity.

Interim Chair Murphy-Nugen explained that all meeting materials and documents would be housed on the Town of Waynesville's website (link: <https://www.waynesvillenc.gov/homelessness-task-force>). Task Force members should expect materials to be posted no later than one week after meetings are held.

The Task Force discussed formats for future meetings—i.e. face-to-face or zoom. Brandon made a motion to provide both face-to-face and zoom options for future meetings. Juleah second the motion and the Task Force voted unanimously in favor.

Actions Between Now & Next Meeting

Interim Chair Murphy-Nugen will prepare a summary document of the key issue activity and discussion

Task Force members should continue thinking about possible key issues—including both rapid response and long-term action items.

Mark your calendar and attend the Thursday, July 30 NCCARE360 zoom informational meeting

Anticipated Items for Next Meeting Agenda

It is anticipated that the next meeting will address the following agenda items:

Approve June and July meeting minutes

Key Issue Action Items: Rapid Response and Long-term Planning

Work Plan & Work Groups (as time allows)

Update on Eviction Numbers and Process

Additional Information:

The Task Force on Homelessness is committed to providing opportunities for community feedback.

Community members: Please feel welcome to provide feedback here:

<https://www.surveymonkey.com/r/TFHJuly23Feedback>



Minutes respectfully submitted by Amy Murphy-Nugen on July 27, 2020.