

Low Barrier Shelter (LBS) Meeting

Bread of Life Facility

Monday, August 14, 2017

6:00 PM

Attendance: Bill Hicks, Sherry Shudra, John Paschal, Wayne Chew, Janet Ayers, Rachel Picard

Goals- Who will be accountable for each and when will they be completed by? (Unless specified, each goal needs to be completed by October 31st)

1. Heating- Complete
2. Completed architectural design- Complete for White Flag shelter
 1. Door panic bar- Talk to contractor about this
3. Take architectural design before City's Planning Board
 1. September 9th- Bread of Life Board will be responsible for presenting the application and preparing for the October presentation
 2. LBS Committee will invite members of *S3 Housing Connect* to attend and show public support at presentation and hearing
 3. Community Engagement committee could get involved with getting community in favor of this project
4. General Contractor- Bread of Life board would need to select this. Chet Mann and Charles Taylor said they would help provide funding. Resource Development also could get involved to help find funding.
 1. This process needs to be transparent if the city is helping to pay for it. We need to look into at least three general contractors for the position. We could potentially run an add?
 2. Could we find a general contractor to donate work?
 3. Need to find this by August 28th
 4. Necessary to have a General Contractor so they can sign off. We need a licensed person
5. Smoke detection and alarms- Do this through the General Contractor by the end of October
6. Moveable tables- These are being ordered this week and will be delivered by November 15th
7. Staffing/ Hours of operation- *S3 Housing Connect* can help find volunteers. We need to find volunteers by the end of October so we can have training throughout November.
8. Bedding, linens, and mattresses- Churches and Service Provision committee could donate
9. Washer and dryer- These are optional. Bread of Life will discuss this with the General Contractor. Could the hospital, Scrubbing Board laundromat, or churches potentially donate linen service? Churches could potentially donate money to pay for laundromat fees. We need to look into how much a washer and dryer would cost. Bread of Life will discuss the feasibility of having a washer and dryer, but we could ask *S3 Housing Connect* if they have another recommendation or resource.
 1. John Paschal will reach out to Pastor Mark about using his laundromat
 2. We could also reach out to Lowe's, Ace, and Walmart, as well as grants for next year

10. Plan for feeding- Bread of Life board will decide how they want to go about this, and Service Provision will help with supplying the food
 11. Separate bathroom and bedroom facilities- The stage and rooms on the stage can be used for rooms for women. Bread of Life will create signage.
 1. Can *S3 Housing Connect* help find funding for families to go to hotels and pets to go to animal shelters?
 12. Intake method- Sherry Shudra and Jefferey Rawlings will help with this. Housing committee also needs to focus on this because Balance of State compliance can help secure grants
 13. Solicitation license- Bread of Life has to apply for this and Robbie Gibson will be handling the paperwork.
 14. Contact with police and law enforcement- Charles Taylor and Sherry Shudra can work on this. Sherry can incorporate homeless information into police training
 15. Emergency Management weather alerts- John Paschal will reach out to Shane Seagroves
 16. Emergency generators- Duke Energy foundation could be brought in once this project is up and running. We could seek a grant for these or have them donated. The generators aren't a big focus now but they will be important for hurricane season. An electrician should possibly put in a transfer switch now (Wayne Chew will look into this immediately)
- Include S3 and all other local nonprofits when putting out white flags
 - Transportation is being worked on by several groups

The next meeting will be held at 6 PM on September 11th after the Bread of Life board meeting
In the meantime, progress reports will be given by email and Sherry will send out weekly progress updates