

Transition Committee

Wilson-Greene and Down East Regional Committee

Transition Plans/Timeline

Recommended Benchmarks and Implementation Timeline:

Benchmark	Complete by
Initial meeting of current Regional Committee leaders and formation of a Transition Committee	June 30, 2016
Complete a draft plan for new Regional Committee transition that includes: <ul style="list-style-type: none"> • Meeting structure, frequency, and location • Consolidation of contact lists and communications • Plan for Regional Committee leadership and election (see leadership requirements on the next page) • Plan for fair and equitable distribution of financial and funding resources • Plan for outreach and engagement to all counties included in the Regional Committee • Plans for standing workgroups and subcommittees • Timeline for plan for future Point-in-Time Count • Timeline and plan for consolidated Coordinated Assessment Plan • New name for the consolidated Regional Committee 	July 31, 2016
Presentation of transition plans to current Regional Committees for approval	August 31, 2016
Initial consolidated meeting of the new Regional Committee/election of new Regional Committee leadership	September 30, 2016
1-day regional meetings with Balance of State staff and new RC leadership <ul style="list-style-type: none"> • Greenville 	October 1-14, 2016

- Burlington
- Morganton

**Transition Committee
Wilson-Greene and Down East Regional Committee
Transition Plans/Timeline**

Benchmark	Recommended Completion Date (BoS)	Actual/Expected Completion Date
Initial Meeting of current Regional Committee leaders and formaton of a Transitiion Committee	June 30, 2016	August 26, 2016
Complete a draft plan for new Regional Committee trsition	July 31, 2016	September 9, 2016
Presentation of Transition plans to current Regional Committee for Approval	August 31, 2016	During Septmber/October 2016 Monthly meetings
Initial consolodation meeting of new Regional Committee/election of new Regional Committee leadership	September 30, 2016	Wednesday, November 9, 2016 <i>(Lenior County)</i>
1-day regional meeting with Balance of State staff and new RC Leadership (Greenville)	October 1-14, 2016	*Thursday, October 20, 2016
Point in Time Count Planning		October 2016
Revised Coordinated Assesement Planning		Begin B/T November 2016-January 2017
Frist New Regional Committee Meeting (Quarterly)		Wednesday, January 11, 2017 <i>Goldsboro</i>
New Regional Coordinated Assessmetn Plan due to the CAC	April 1, 2017	April 1, 2017

*Attendees should be full transition teams, including leadership and reps from all regions, as possible (approximately 6-8 people)

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Benchmarks

I. Meeting structure, frequency, and location

Present for approval:

The Wilson-Greene and Down East Committees will continue to meet monthly as scheduled as two separate groups; as a “sub-group”. The combined group will meet quarterly (4 times per year) at a centralized location. Goldsboro has been identified as the centralized location. The Goldsboro Housing Authority will remain as the meeting location. The quarterly meeting will have a call in option for remote attendance, members can choose to attend in person or by phone. During the months of quarterly meetings, there will not be individual sub-group meetings. All meetings (the two sub-groups and the quarterly) will be face-to face meetings. Items requiring a vote will only be presented during the quarterly meeting. Neither sub-group will vote on items that will affect the combined group, those voting items will be held for quarterly meetings. In instances where we are unable to hold a vote until a quarterly meeting due to time constraints, a call meeting or an electronic vote may be required and/or the combine group may decide that both groups will meet during a sub-group meeting for the purpose voting.

Suggestion/Items to consider:

1. Minutes and agendas for each sub-group meeting as well as the quarterly meetings will be uploaded to the website by a representative from each sub-group or by the webmaster for the quarterly meetings.
2. There will be a sub-group lead for each sub-group as well as the RC Lead and Alternate. The Lead and Alternate may also assume the role of a sub-group lead.
3. Members for either sub-group are welcomed to attend each sub group meeting.
4. Quarterly meetings are open for both sub-groups to attend in person or my telephone.

Questions to BoS office:

1. Is it ok to structure separate sub-group meetings, then meet quarterly as a combined group? (Yes)

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2. If there are two sub groups that meets monthly, would both groups have to upload minutes and agenda's to the website? (Yes)

Background information:

Per feedback from Wilson-Greene committee, members would like to maintain that there existing group meetings. Members are willing to participate in are combined group via telephone conference.

Per feedback from the Down East committee, members felt that the Goldsboro is the most centralized meeting location and therefore are welcoming to a combined meeting in Goldsboro. They were also open to traveling to Wilson County.

II. Consolidation of contact lists and communications

Present to committee for approval:

Both the Wilson-Greene and Down East committee will purge its existing email list to combine into one list.

Suggestions/Items to consider:

1. Members of both groups as well as the combined group will receive all correspondence.
2. The two sub groups leads will need to be in consistent communication to maintain an updated list from month to month with consideration that new people may attend either subgroup at any given time.

Questions to BoS office:

Background information:

III. Plan for Regional Committee leadership and election (see leadership requirements on the next page)

Present to committee for approval: Both sub groups will present the Transition Committee's plan during their September meeting. Plans will be on the agenda of each sub-group for approval during the October meeting. At September's meeting, members will be made aware that leadership elections will be conducted during a combined meeting in November. This will give opportunity for those who may be interested in a leadership role to give the idea of a leadership position thought. During October meeting both sub-groups can discuss potential candidates/nominees for leadership roles. All elections will be made during the combined

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meeting in November (which will be at a mobile meeting in Lenoir County). Elected parties will assume their respective position in January 2017.

Regional Committee Leadership (To be voted on in November)

- Regional Committee Lead
- Regional Committee Alternate
- Webmaster
- Point-in-Time Count Lead
- Coordinated Assessment Lead
- Funding Committee Lead (who will oversee the ESG application process and ensure the Regional committee is involved in CoC funding committees)
- County/Sub-Group Chairs
- Other as needed or desired

Suggestions/Items to consider: During October's meeting, persons interested in leadership role can express their interest to the sub-group. It is advisable that interested parties attend both sub-group meetings (in person or by phone) in October so both groups will have an opportunity to meet potential candidates.

Questions to BoS office:

Background information:

IV. Plan for fair and equitable distribution of financial and funding resources

Present to committee for approval:

Existing ESG Leads for each sub-group will work with a newly formed Funding Committee to identify a plan for the local funding process that will be in effect in 2017. The Funding Committee will then report to the combined committee its plan for fair and equitable distribution of resources for approval.

Suggestions/Items to consider:

Questions to BoS office:

Background information:

V. Plan for outreach and engagement to all counties included in the Regional Committee

Present to committee for approval:

Each sub-group will continue its existing process to reach out to counties within the sub-group's area. At present, there is representation from all counties in the region at sub-group meetings.

Suggestions/Items to consider:

Questions to BoS office:

Background information:

VI. Plans for standing workgroups and subcommittees

Present to committee for approval:

Regional Leads will identify existing workgroups and subcommittees to determine their necessity moving forward.

Suggestions/Items to consider:

Questions to BoS office:

Background information:

At present the Down East Committee does has have a mobile meeting sub-committee as well as an ESG Review Committee.

VII. Timeline for plan for future Point-in-Time Count

Present to committee for approval:

The combined committee will elect a PIT lead. Additionally, each sub-group will maintain a PIT lead for its respective area. A combine PIT Lead will be responsible to oversee the process for each sub-group/county as well as submitting information to the BoS office. Planning for each sub-group should begin in October 2016.

Suggestions/Items to consider:

Questions to BoS office:

Background information:

VIII. Timeline and plan for consolidated Coordinated Assessment Plan

Present to committee for approval:

Existing Coordinated Assessment Leads will review current plans to determine to the best method of linking the plans together to structure a revised plan for the new regional committee. A revised plan will be ready for submission by April 2017 to the CAC. Each sub-group will continue its existing CA process. Coordination plan for revisions will begin between November 2016 and January 2017.

Suggestions/Items to consider:

Questions to BoS office:

Background information:

IX. Name the New Regional Committee

Present to committee for approval:

During each sub-group September's meeting, members will be asked to bring recommendations for a new name to the October meeting. At the October meeting each sub-group will narrow their naming ideas down to three names. At the November combined meeting, six names will be presented to the group for a final vote for the New Regional Committee's name. The name should be reflective of each of the six counties (Wilson, Greene, Duplin, Lenoir, Sampson, and Wayne).

Suggestions/Items to consider:

Questions to BoS office:

Background information: