

March 21, 1995

MEMO

To: **MAT**

From: Jerralynn 

Subject: Our next MAT meeting has been scheduled for:

**Tuesday, March 28, 1995**  
**WCCAO Meeting Room**  
**11:30 - 3:30**

*Facilitator: Mary Zinkin*

*Recorder: Jerralynn*

The focus of this meeting will be to discuss the Client Services System priorities and organizational changes for fiscal year 1995-96. Lunch will be provided. I have asked Cheryl to develop a budget and workplan for a manageable and funded Department. This proposal will divide the Department into two components, Shelter or Homeless Services and Client Services or Client Services System. Cheryl will first fund the Shelter component and use the balance of revenue to create a core of services.. The guiding principles for what gets funded include: 1.) ability to maintain compliance with the funding source, 2.) ability to provide a single point of access to services and maintain centralized client information and 3.) ability to promote self-sufficiency. Cheryl will also prepare some options to be considered for both components.

At this time, Cheryl is proposing to move the homeless component out of the Department to make it more manageable. Following the agenda, I've attached a list of organizational options to begin the discussion on what changes can be made. Please come prepared to provide input on priorities for core services and other organizational options to consider.

## **AGENDA**

- 11:00 Overall Goals for the Facilitated Discussion - Jerralynn**
- 11:15 Client Services System and Department - Mary**
- 11:15** 1. Proposal for establishing core services that are funded and can be effectively managed - Cheryl (options?)
- 12:00** 2. Discussion of priorities for Client Services System
- 1:00** 3. Discussion of organizational changes needed and options
- 2:00 Closure - Mary**  
What decisions were made, what are the next steps and by whom?
- (Mary will need to leave at this time; Carren will facilitate and Cheryl will record the balance of the meeting.)
- 2:30 1995-96 Planning Process Update - Jerralynn**
1. Community Input Plan Review
2. Homeless Planning Meeting - Leon and Cheryl
3. Other
- 2:50 Telephone Issues - Carren**
- 3:10 Other:**
1. WCCAO Name Change - Carren
2. Wash DC/Congressional Activities - Ness
- 3.
- 3:30 Adjourn**

## **Options For Organizational Changes**

- 1.** Maintain Homeless Services in Client Services Department if the downsizing and structural changes created a manageable department.
- 2.** Establish Homeless Services as a separate Department.
- 3.** Merge Homeless Services into existing Housing and Energy Department.
- 4.** Merge Homeless Services into existing Housing and Energy Department, Client Services System into Support Services and Case management into Child (and Family) Development.
- 5.**
- 6.**
- 7.**
- 8.**