

Community Liaison Committee (CLC) Meeting Agenda

Date: [March 4th]

Time: [5pm]

Location: [<https://us06web.zoom.us/j/89856419018?pwd=nGoZaB9cZQ7nz4A6DcKtbYCSbaa6jg.1>]

1. Welcome and Opening Remarks (10 minutes)

- Land Acknowledgement
- Meeting Objectives & Agenda Overview
 - Finalizing CLC leadership roles
 - Moving subcommittees into action
 - Updates from Transition House & community feedback
- Brief Recap of Last Meeting
 - Subcommittee formation and initial planning
 - Shelter updates & discussion
- Approval of January Meeting Minutes

2. Shelter Updates & Community Feedback (15 minutes)

- Transition House Updates (*Ike Nwibe*)
 - Key statistics (shelter occupancy, services, housing placements)
 - Community concerns and shelter's response
 - Challenges and successes since the last meeting
- County Updates (Rebecca or Bill)
- Community Feedback Review
 - Summary of feedback from CLC email system
 - Discussion of responses and outstanding issues

3. Selection of CLC Leadership Positions (20 minutes)

- Overview of Roles: Chairperson, Secretary, Communications Lead (*See leadership descriptions*)
 - Nomination & Selection Process
 - Members express interest or nominate others
 - Discussion and consensus-building
 - Confirmation & Next Steps for Leadership Team
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4. Subcommittee Action Planning – Next Steps (55 minutes total)

Breakout Work (35 minutes) – Focused on Three Clear Goals

Each subcommittee will use this time to achieve three specific objectives:

1. Refine & Confirm Action Steps for the Next 3 Months
 - What are the top 2–3 actions your group will focus on between now and the next full CLC meeting?
 - What specific outcomes should be achieved? (Be as concrete as possible.)
 - Are there any barriers or gaps that need to be addressed before action can begin?
2. Decide on a Process for Working Together Between Meetings
 - How will the group stay connected and track progress? (e.g., email, small working calls, shared documents)
 - How often will members check in with each other before the next full CLC meeting?
 - What role will each person take in moving work forward?
3. Set Clear Accountability & Deadlines
 - Who is responsible for each action step?
 - What will be completed before the next meeting?
 - What updates should be ready for the next full CLC meeting?

Each group will assign a facilitator to keep them on track and ensure decisions are documented.

Subcommittee Report-Backs & Discussion (20 minutes)

Each subcommittee will present the three key takeaways from their session:

- ⇒ Finalized Action Steps: What the subcommittee is committing to working on
- ⇒ Working Process: How they will stay organized and move forward between meetings
- ⇒ Accountability & Timeline: Who is responsible for what and by when

Each group will also share any requests for support or coordination from the full CLC.

5. Final Discussion & Next Steps (15 minutes)

- Confirming action items & next meeting plan
- Setting subcommittee work timelines & leadership next steps

6. Closing Remarks & Adjournment (5 minutes)

- Final reflections from members
- Acknowledgments and thank-yous