



# OFFICE OF MAYOR DONNA DEEGAN

## HOMELESSNESS INITIATIVES COMMISSION SPECIAL MEETING MINUTES

Tuesday December 3, 2024  
10:00 - Noon

### Committee Members

#### **PRESENT:**

Christopher Crothers  
Shantel Davis  
Jolita Wainwright  
Jitan Kuverji

#### Liaisons

Capt. J. Parramore, JFRD  
Council Member J. Peluso  
Asst.Chief Ricks,JSO (Excused)

#### **ABSENT:**

Isaiah Oliver, Unexcused  
Dr. Megan Allyse, Excused  
Rev. Kate Moorehead-Carroll  
(Unexcused)

Shannon MacGillis OGC

#### COJ Staff Support:

Barbara Florio  
Schnell Chin

### Guests Present:

Dawn Gilman  
Kaylee Jones, COJ  
Major Keith Biggers  
Brenda Boydston  
Neolita Maharaj  
Tracye Polson

Karri Lockhart  
Shannon Nazworth  
Cindy Funkhouser  
Angela McGuire  
Jake Gordon

### **Call Meeting to Order, Welcome**

Chair Davis called the meeting to order at 10:04 welcoming members and visitors. Quorum was present. Purpose of this Special Meeting is to determine the next steps for securing a consultant to assist this Commission in creating the one year and five year plans.

CM R. Salem and CM J. Peluso have strongly encouraged the Commission to hire a consultant. There are funds in the account for this action. Commission needs to determine details, actions, hours and cost. Both are happy to work with the Commission on the filing of bill to approve expenditure.

The Commission was provided with copies of written input from Commissioner Wainwright, Commissioner Kuverji and Commissioner Crothers regarding expected performance of the consultant. Outcomes, goals, structure goals, communication, stakeholders – who they are, who they should be, who are providing services.

Chris wrote a detailed outline RFP requirements which was approved by the Commission's unanimous vote. This will be used to proceed with RFP process through Procurement.

Discussion about oversight of consultant was clarified by Shannon MacGillis, OGC. Generally there is a Contract Manager usually assigned City Staff.

Meeting Adjourned 11:31.

**NEXT MEETING will be held January 16, 2025-Time and Meeting Room pending**



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**CERTIFICATION**  
**12/3/2024**

**Recorded, Transcribed and Submitted by:**

\_\_\_\_\_  
Barbara Florio, Commission Staff  
Homelessness Initiatives Commission  
Operations Manager, Housing and Community Development

**Approved by:**

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Jitan Kuverji, Secretary  
Homelessness Initiatives Commission