



SPECIAL MEETING NOTICE
CONTINUUM OF CARE BOARD RETREAT
FRIDAY, MAY 2, 2025
9:00 AM – 3:30 PM

The Continuum of Care Board will be holding a special meeting at **9 AM – 3:30 PM ON FRIDAY, MAY 2, 2025**. The location is WorkSource Spokane, Spokane Falls Room, 130 S Arthur, Spokane WA 99202.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight(48) hours before the meeting date.



2025 Spokane Regional Continuum of Care Board Retreat

Date: May 2, 2025

Location: Spokane WorkSource; 130 S. Arthur Street 99202 (#94 or #45 from Downtown Transit Station).

9:00 AM – 9:15 AM | Welcome & Opening Remarks (Reese McMullin)

9:15 AM – 10:15 AM | CoC Leadership Roles & Responsibilities (Reese McMullin, Matt Anderson)

- Review of Board Member and Subcommittee Chair Duties
- Discussion: How to Strengthen Board and Subcommittee Meeting Engagement
- Action Planning for

10:15 AM – 10:30 AM BREAK

10:30 AM – 11:30 AM | CoC and PR (Blake Keller)

- Overview and Best Practices of Branding and PR Strategies
- SWOT Analysis
- Mission Statements and The Elevator Speech
- Develop/Review CoC media policy
- Close PR Media Survival Guide

11:30 AM – 12:30 PM | Working Lunch: Public Workforce System Overview (Andrea Hixson and Jessica Clayton)

- Presentation: Public Workforce System Overview
- Q&A & Discussion
- Identifying Opportunities for CoC Engagement

12:45 PM – 1:45 PM | Strategic Planning: 3, 6, & 12-Month Goals (Arielle Anderson and Melissa Morrison)

- Reviewing the 5-Year Plan & Key Milestones
- Setting Priorities for Short-Term Implementation
- Action Planning & Assigning Responsibilities

1:45 PM – 2:00 PM BREAK

2:00 PM – 3:00 PM | Improving the CoC Consolidated Application (Jon Klapp)

- Challenges & Areas for Improvement
- Action Steps for Strengthening the Application

3:00 PM – 3:30 PM | Closing & Next Steps (Matt Anderson)

- Assigning Follow-Up Responsibilities
- Closing Remarks & Adjournment