I. Call to Order
   The meeting was called to order at 7:40 am

II. Approve Minutes
   A motion to approve the October 7, 2011 minutes passed unanimously.

III. Public Comment
   No Public Comment

IV. Welcome & Introductions
   a. Co-Chairs, Sue Calder and Karen Singer welcomed the Task Force
   b. Introductions were made by all present

V. Unfinished Business
   N/A

VI. New Business: Review of the Outline
   Framing the paper and General comments:
   • Karen Singer reminded the group that there are overarching themes such as Housing First that will be presented up front to guide the whole paper
   • Sarah Flax brought up the need to use the Funnel to frame the “flow” of the plan
   • Dan Lewis asked who the audience will be? Do we need something to catch the eye of the readers?
   • Do we need 2 different documents?
   • Priority of “relocation assistance” to speak to the concern about serving non-Evanstonians.
   • The group needs to look at the potential impact returning veterans will have on the housing/services need.
• Central location discussion. Should it be a meal/employment/services place?
• New Housing and Homelessness Commission idea.

• Sue discussed meeting with the mayor to present the new Commission idea as well as the centralized services location idea.

VII. Communications
The next meeting will be Friday Jan. 6, 2012 at 7:30 am. Location: Parasol Room at the Civic Center.

VI. Adjournment-The Meeting adjourned at 9:30 am

Respectfully submitted,

Mary Ellen Poole, Housing Planner