

CONSOLIDATED HUMAN SERVICES MOBILITY (CHSM) PLAN FOR THE RAPPAHANNOCK RAPIDAN REGION

WORK PLAN

DATE	TASK	PARTICIPANTS/ RESPONSIBLE PARTIES	DELIVERABLE
Sep 13, 2007	Steering Committee Meeting to develop work plan	Steering Committee Members	Decisions on work plan, including meeting schedule and project participants
Sep 21, 2007	Submit updates for CHSM Part I document: inventory of existing resources, service gaps. Forward information for complete mailing/email list.	Steering Committee Members	Comments from each Steering Committee member on missing or incomplete information submitted to C. Zielinski
Sep 27, 2007	Distribute revised draft of CHSM Part I document and participant list to Steering Committee members	C. Zielinski	<ul style="list-style-type: none"> • Final draft of Needs Assessment document • Contact list for project participants
Oct 4, 2007	Distribute outline of identified strategies/solutions to Steering Committee	C. Zielinski	List and description of potential strategies and solutions
Oct 10, 2007	Meeting with DRPT Consultants to develop strategies and activities; refinement to suggested strategies and initial priorities	Steering Committee Members DRPT Invited Stakeholders	Comments from each committee member on: <ul style="list-style-type: none"> • Additions and changes to list of Strategies/Solutions • Prioritization of Solutions to be explored

Oct 19, 2007	Meeting to review draft report of priority solutions and plan meeting of advisory group	Steering Committee Members	<ul style="list-style-type: none"> • Final Draft report of prioritized strategies/solutions • Agenda for Advisory Group meeting
Nov 1, 2007	Advisory Group Meeting	<ul style="list-style-type: none"> • Steering Committee Members • Advisory Group 	Input from Advisory Group
Nov. 8, 2007	Distribute written report on Advisory Group input	C. Zielinski	Report on Advisory Group input
Nov 29, 2007	Meeting to revise priorities strategies based on input from Advisory Group, and map implementation steps for top priorities	Steering Committee Members	Final prioritized strategies and initial implementation steps
Dec 13, 2007	Distribute draft of Part II of CHSM Plan (strategies and implementation plan)	C. Zielinski	Draft CHSM Plan, Part II
Dec 27, 2007	Submit comments on Part II draft	Steering Committee Members	Comments on CHSM Part II draft
Jan 15, 2008	<ul style="list-style-type: none"> • Complete plan for submission with 5310 funding • Submit plan to identified Review Groups 	R. Parks C. Zielinski	5310 Funding version of CHSM Plan
Feb 2008	Complete report of documented need and plan for priority action	C. Zielinski Steering Committee Members	Documents suitable for support of funding applications to implement top priorities