SACRAMENTO STEPS FORWARD

Ending Homelessness. Starting Fresh.

Point-in-Time Count (PIT) Committee
Monday, July 22, 2019 | 9:45 AM – 11:15 AM
1331 Garden Highway, Suite 100, CA 95833 – NIC Main (1st Floor)

Meeting Purpose: Review results of the 2019 PIT as presented by lead researcher and consider potential recommendations for future PIT Counts and future PIT Committees.

I. Welcome and Introductions			
II. May 2019 Meeting Minutes	Co-Chair(s)	9:45 AM (5 minutes)	Action
III. Committee Work Plan Check-In	Co-Chair(s)	9:50 AM (10 minutes)	Information
IV. 2019 PIT Report Presentation	Presenter(s): Arturo Baiocchi, CSUS	10:00 AM (60 minutes)	Information
V. Next Steps and Follow Ups for August Meeting	Presenter(s): Co-Chair(s) & SSF Staff	11:00 AM (15 minutes)	Discussion
VIII. Meeting Adjourned			

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**Point-in-Time Count (PIT) Committee of the
Sacramento CoC Board**

Meeting Minutes
Monday, May 20, 2019
1331 Garden Highway, Suite 100, Sacramento, CA 95833, NIC Main Meeting Room

Attendance:

Member	Organization	Present
David Heitsman	Sacramento LGBT Center	Yes
Jesse Archer	Sacramento LGBT Center	Yes
Bridget Alexander	Waking the Village	No
Benjamin Uhlenhop	Next Move	Yes
Jeff Tardaguila	Community Member	Yes
Stefan Heisler	City of Rancho Cordova	Yes
Noel Kammermann	Loaves & Fishes	No
Julie Pederson	Sacramento Sheriff's Department	Yes
Daniel Monk	Sacramento City Police Department	No

Guests & Staff	Organization
Kate Casarino	SSF Contracts & CoC Coordinator
Nick Lee	SSF COO
Michele Watts	SSF CPO
Chris Weare	SSF Data Analytics & Research Manager

Meeting Purpose:
Continue review of the volunteer coordination activities associated with the 2019 PIT Count and consider potential recommendations for future PIT Counts and future PIT Committees.

I. Welcome and Introductions		
Co-Chair Jesse Archer called the meeting to order at 9:51 AM.		
II. April 22, 2019 Meeting Minutes	Presenter: Jesse Archer	Action
M/S Stefan Heisler/Benjamin Uhlenhop to approve the April Minutes as written. Approved.		
III. Committee Work Plan Check In	Presenter: Michele Watts	Information
Members reviewed their progress on the work plan activities. Staff will continue to update and resubmit the work plan to the committee at the monthly meeting.		

IV. Volunteer Coordination Debrief Part 2
    • Volunteer Participation Summary
    • Volunteer Training Curriculum
 	
    & Volunteer Coordination Recommendations (Item VI)
	Presenter: Nick Lee	Discussion

The committee debriefed the volunteer coordination activities and discussed recommendations at the same time, combining agenda items IV and VI. Nick reviewed a written volunteer participation debrief and recommendations memo that covered the 2019 timeline and a proposed 2021 timeline, data on the number and types of volunteers, volunteer registration and training, and communications. Members made additional recommendations at the meeting: - Move the proposed RFP process for 2021 up, with RFPs released in January rather than March 2020. - Develop a way to track our best recruitment opportunities. - Automate this process as much as possible. - Consider promoting carpooling. - Collect mobile phone numbers so people can receive updates via text. - Add animal safety to the volunteer training. - Clarify the different roles of count team members. The proposed 2021 timeline will be updated and shared with members at a future meeting. The training video will be shared electronically.		
V. Question Discussion: How can we be strategic in the use of this volunteer	N/A	Discussion

opportunity to raise awareness of homelessness in our community? What are our local goals in terms of raising awareness?		
This item will be held for discussion at a future meeting.		
VIII. Meeting Adjourned		
Co-Chair Jesse Archer adjourned the meeting at 11:14 AM.		

Component/Activities	Start Date	End Date	Status	Notes
Research Design - Methodology & Reporting				
Product/Deliverable: Recommendations on future PIT processes related to reseach design by the October 2019 CoC Board meeting.				
Debrief targeted activities to count TAY and develop recommendations for the next PIT. Also develop recommendations for applying TAY approach to counting families with children.	TBD	8/26/19		
PIT Survey: Review 2019 survey and develop a community process for adding non-HUD-mandated questions for the next PIT.	8/26/19	9/23/19		
Mapping: Debrief the 2019 mapping process, including a review of outreach efforts and participating agencies to develop recommendations the next PIT.	8/26/19	9/23/19		
Key Research Design Questions & Considerations:				
Should the Sacramento CoC conduct a full PIT that includes an unsheltered count annually?	7/22/19	8/26/19		
Can we use drones to do any part of the unsheltered count (pre-deployment mapping and/or actual counting the nights of)?	7/22/19	8/26/19		
Volunteer Coordination				
Product/Deliverable:Recommendations on future PIT processes related to volunteer coordination by the October 2019 CoC Board meeting.				
Debrief the 2019 volunteer recruitment efforts and results and develop recommendations for the next PIT.	4/22/19	5/20/19		Scheduled for 5/20/19
Review the 2019 volunteer training curriculum and develop recommendations for the next PIT.	4/22/19	5/20/19		Interviewer training reviewed 4/22/19, Counter training review scheduled for 5/20/19

Review the volunteer survey results and develop recommendations for the next PIT.	4/22/19	5/20/19		Results reviewed 4/22/19
Key Volunteer Coordination Questions & Considerations				
How can we be strategic in the use of this volunteer opportunity to raise awareness of homelessness in our community? What are our local goals in terms of raising awareness?	5/20/19	5/20/19		Scheduled for 5/20/19
Final PIT Report				
Product/Deliverable: Input to CSUS ISR research team related to the 2019 PIT Report by the October 2019 CoC Board meeting.				
Product/Deliverable: Recommendations related to future PIT Reports by the October CoC Board meeting.				
CSUS ISR will present questions about the 2019 PIT Report structure, format, and content emphasis to the committee for input.	4/22/19	4/22/19		Input provided 4/22/19
Member input for future PIT Reports	7/22/19	8/26/19		
Key Report Questions & Considerations				
What does HUD do with PIT data? What about the State of California? Is there a relationship between PIT results and funding?	TBD	TBD		

Status	Upcoming
Color	In process
Code:	Complete