



**SACRAMENTO
STEPS FORWARD**

Ending Homelessness. Starting Fresh.

Point-in-Time Count (PIT) Committee
Monday, May 20, 2019 | 9:45 AM – 11:15 AM
1331 Garden Highway, Suite 100, CA 95833 – MEETING ROOM

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			
II. April 22, 2019 Meeting Minutes	Co-Chair(s)	9:45 AM (5 minutes)	Action
III. Committee Work Plan Check-In	Co-Chair(s)	9:50 AM (5 minutes)	Information
IV. Volunteer Coordination Debrief Part 2 <ul style="list-style-type: none">• Volunteer Participation Summary• Volunteer Training Curriculum	Presenter(s): Michele Watts, SSF Chief Programs Office & Nick Lee, SSF Chief Operating Officer	9:55 AM (25 minutes)	Discussion
V. Key Question Discussion: 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?	Presenter(s): Co-Chairs	10:20 AM (20 minutes)	Discussion
VI. Volunteer Coordination Recommendations <ul style="list-style-type: none">• Volunteer Coordination Process & Activities• Role of PIT Committee in Volunteer Coordination• Community Education & Awareness	Presenter(s): Co-Chairs	10:40 AM (30 minutes)	Discussion
VII. Next Steps and Follow Ups for June Meeting	Presenter(s): Co-Chair(s) & SSF Staff	11:10 AM (5 minutes)	Discussion
VIII. Meeting Adjourned			



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

Meeting Minutes

Monday, April 22, 2019

1331 Garden Highway, Suite 100, 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	Yes
Benjamin Uhlenhop	Next Move	Yes
Jeff Tardaguila	Community Member	Yes
Stefan Heisler	City of Rancho Cordova	Yes
Noel Kammermann	Loaves & Fishes	Yes
Julie Pederson	Sacramento Sheriff's Department	Yes
Daniel Monk	Sacramento City Police Department	Yes

Guests & Staff	Organization
Arturo Baiocchi	CSUS
Susanna Curry	CSUS
Justin Morris	CSUS
Kate Casarino	SSF Contracts & CoC Coordinator
Nick Lee	SSF COO
Michele Watts	SSF CPO
Chris Weare	SSF Data Analytics & Research Manager

Meeting Purpose:

To review the volunteer coordination activities associated with the 2019 PIT Count in preparation for consideration of recommendations for future PIT Counts and future PIT Count Committees.

I. Welcome and Introductions		
Co-Chair Noel Kammerman called the meeting to order at 9:33 AM.		
II. March 25, 2019 Meeting Minutes	Presenter: Noel Kammerman	Action
M/S Stefan Heisler/Benjamin Uhlenhop to approve the March Minutes as written. Approved.		
III. Committee Work Plan Approval	Presenter: Noel Kammerman	Action
M/S Bridget Alexander/Stefan Heisler to approve the work plan (attached) as presented. Approved.		
IV. PIT Report- Opportunity for Input <ul style="list-style-type: none"> • Report Design Questions (Structure, Format, and Content Emphasis) 	Presenters: Arturo Baiocchi, PhD, Susanna Curry, PhD, and Justin Morris, PhD, CSUS ISR	Discussion
Members provided input on three key topics provided in advance (memo attached), as well as general input. CSUS noted all comments and will take them into account as they draft the report.		
V. Volunteer Coordination Debrief <ul style="list-style-type: none"> • Volunteer Participation Summary • Volunteer Training Curriculum • Volunteer Survey Responses 	Presenters: Michele Watts, SSF Chief Programs Officer; Nick Lee, SSF Chief Operating Officer; & Arturo Baiocchi	Discussion
<p>Staff provided a verbal summary on volunteer participation. May meeting. Members reviewed the Interviewer training curriculum and the volunteer survey responses. A written summary on volunteer participation and the Counter training curriculum will be reviewed at the May meeting.</p> <p>Member input based on volunteer survey responses:</p> <p><u>Communicating with Volunteers</u></p> <ul style="list-style-type: none"> - Consider creating a central website not just to register but also for posting information volunteers need along the way, such as FAQs, updates, schedules, etc. - Establish a complete, detailed schedule in advance. Training dates and locations, deployment locations and arrival times, etc., should be set up prior to launching recruitment to the extent possible. - Additional staffing is needed to ensure volunteer training and communications with volunteers leading up to count nights runs smoothly. <p><u>Training Content</u></p> <ul style="list-style-type: none"> - Emphasize that the methodology requires sending volunteers to some areas where there won't be anyone to count, but that this is still an important part of the count. - Structure the Interviewer training to emphasize this position's team leadership responsibilities. - Ensure that Interviewer training includes how to ask questions and listen respectfully. 		

- Ensure that training on how to ask the sexual orientation and gender identity questions appropriately is provided again.

General

- Consider ways to improve the app component of the count (this will be explored further in the Research Design activities scheduled for the June and July committee meetings)

- Is there a way to send volunteers to zones where they live? What are pros/cons of this?

VI. Volunteer Coordination Next Steps

- Summary of Follow Ups for May Meeting

Presenters: Noel Kammerman & Michele Watts

Discussion

At the May meeting, the written volunteer participation discussion and the Counter training curriculum will be provided and reviewed.

The May meeting falls on Memorial Day. Staff will poll members to select a different meeting date. (*May 20, 2019 was later selected as the meeting date.*)

VIII. Meeting Adjourned

Co-Chair Noel Kammerman adjourned the meeting at 11:20 AM.

2019 PIT Committee Work Plan 5/20/19 Update

Approved 4/22/19

Component/Activities	Start Date	End Date	Status	Notes
Research Design - Methodology & Reporting				
<i>Product/Deliverable: Recommendations on future PIT processes related to reseach design.</i>				
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.	6/24/19	7/22/19		
PIT Survey: Review 2019 survey and develop a community process for adding non-HUD-mandated questions for the next PIT.	6/24/19	7/22/19		
Mapping: Debrief the 2019 mapping process, including a review of outreach efforts and participating agencies to develop recommendations the next PIT.	6/24/19	7/22/19		
Key Research Design Questions & Considerations:				
Should the Sacramento CoC conduct a full PIT that includes an unsheltered count annually?	6/24/19	7/22/19		
Can we use drones to do any part of the unsheltered count (pre-deployment mapping and/or actual counting the nights of)?	6/24/19	7/22/19		
Volunteer Coordination				
<i>Product/Deliverable: Recommendations on future PIT processes related to volunteer coordination.</i>				
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

Component/Activities	Start Date	End Date	Status	Notes
Review the volunteer survey results and develop recommendations for the next PIT.	4/22/19	5/20/19	In process	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	Upcoming	Scheduled for 5/20/19
Final PIT Report				
<i>Product/Deliverable: Input to CSUS ISR research team related to the 2019 PIT Report</i>				
<i>Product/Deliverable: Recommendations related to future PIT Reports</i>				
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	Complete	Input provided 4/22/19
Member input for future PIT Reports	7/22/19	8/26/19	Upcoming	
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	Upcoming	

Status	Upcoming
Color	In process
Code:	Complete