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STEPS FORWARD

Ending Homelessness. Starting Fresh.

2021 PIT Count Committee Meeting Minutes

Thursday, September 16th, 2021 || 9:00 AM – 10:00 AM

[Recording of Zoom Meeting](#). The meeting chat is available below the minutes.

Attendance:

| Member | Area of Representation/Organization | Present |
|-------------------------------|---|---------|
| Aaron Cadore | Health/Behavioral Health County Adult Protective Services | No |
| Ana Maria Trujilo | Shelter/Housing Domestic Violence Opening Doors | No |
| April Marie Dawson (Co-Chair) | People with Disabilities | Yes |
| Bridget Alexander | Shelter/Housing Youth Waking the Village | Yes |
| Crystal Sanchez | Advocate Sacramento Homeless Union | No |
| Cynthia Hunt (Co-Chair) | Shelter/Housing Cottage Housing | Yes |
| Jeff Tardaguila (Co-Chair) | Advocate | Yes |
| Jesse Archer | Housing/Shelter Youth, LGBTQ LGBT Community Center | No |
| Joseph Smith | Advocacy, Loaves & Fishes | Yes |
| Julie Pederson | Law Enforcement Sheriff's Department | Yes |
| Loren Pimm | Shelter/Housing Next Move | No |
| Michelle Schumann | Behavioral Health County Behavioral Health Services | Yes |
| Stefan Heisler (SPC Chair) | Reinvestment Analyst, City of Rancho Cordova | Yes |
| Tara Turrentine | Education - Youth Sacramento County Office of Education | No |

| SSF Staff | SSF Title |
|----------------|----------------------------------|
| Kathreen Daria | Volunteer & Training Coordinator |
| Michele Watts | Chief Planning Officer |

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|-------------------|-------------------------------|
| Michelle Charlton | Continuum of Care Coordinator |
| Scott Clark | Systems Performance Analyst |

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|---|
| Guests: |
| Arturo Baiocchi, Jessica Newham, Lee Sorrell, Tiffany Rayford, and Tim Koehler. |

| Agenda Item | Presenter(s): | Time | Item Type |
|---|---|-------------------------|--------------------------|
| I. Welcome & Approval of Minutes: <ul style="list-style-type: none"> ● 4/15/21 ● 6/17/21 ● 8/19/21 | April Marie Dawson, PITCC Co-Chair | 9:00 AM (5 minutes) | Information |
| <p>Meeting started around 9:03 AM. Attendance of 13 participants. April welcomed everyone, started introductions, and discussed the agenda items.</p> <p>Motioned for approval of 4/15/21 minutes: 1st - Jeff Tardaguila, 2nd - Cynthia Hunt Motion approved.</p> <p>Motioned for approval of 6/17/21 minutes: 1st - Cynthia Hunt, 2nd - Jeff Tardaguila Motion approved.</p> <p>Motioned for approval of 8/19/21 minutes: 1st - Cynthia Hunt, 2nd - Joe Smith Motion approved.</p> | | | |
| II. 2022 Unsheltered PIT Count Update | Michele Watts, SSF Chief Planning Officer | 9:05 AM (20 minutes) | Information & Discussion |

Michele shared a 2022 PIT Committee Calendar and next steps. Here is the 2022 PIT Committee Calendar (Updated: 9/16/21) September 2021 – February 2022:

| Month | Focus |
|----------------|---|
| ● September 16 | Volunteer Recruitment & Event Planning Overview |
| ● October 21 | Mapping Data Collection Approach & Strategies |
| ● November 18 | Methodology Overview Survey Tool Review |
| ● December 16 | Finalize Survey Tool |
| ● January 20 | TBD |
| ● February 17 | Debriefing Activities |

Kathreen Daria shared a presentation discussing the volunteer recruitment & activities, events planning & COVID-19 considerations, communications, and next steps. Questions were asked during the meeting. Please see the recording for more details.

| | | | |
|--|---------------|-------------------------|--------------------------------|
| III. PITC Membership | Michele Watts | 9:25 AM (10 minutes) | Information & Discussion |
| Michele discussed membership mentioning that members will receive a form if they want to remain or resign their membership. We will continue the areas of targeted recruitment. Michelle Charlton shared details about the new CoC recruitment process. Please see the recording for more details. | | | |
| IV. PITC Work Plan | Michele Watts | 9:35 AM (20 minutes) | Information & Discussion |
| Michele discussed the calendar shared and that the work plan will be shared once further developed/finalized. Please see the recording for more details. | | | |
| V. Meeting Adjourned at 9:49 AM. Attendance of 14 participants. Next PIT Count Committee Meeting: Thursday, October 21st, 2021 | | | |

Meeting Chat

09:31:52 From Kathreen Daria (She/Her) SSF, Volunteer & Training Coordinator to Everyone:

Good morning all! Thank you all for your thoughts around volunteer vaccination and possibly rapid testing and recruitment. Here's also the link to our 2022 PIT page:

<https://sacramentostepsforward.org/continuum-of-care-point-in-time-pit-count/2022-pit-count/>. I do need to join another call, but please reach out at kdaria@sacstepsforward.org for questions/thoughts!

09:37:20 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Approval of 4/15/21 minutes:

09:37:34 From Bridget Alexander (she/her) to Everyone:

Yes

09:37:35 From Stefan Heisler to Everyone:

yes

09:37:40 From joesmith to Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator(Direct Message):

yes

09:37:41 From chunt to Everyone:

yes

09:37:43 From Julie Pederson to Everyone:

yes

09:37:44 From April Marie Dawson to Everyone:

yes

09:37:44 From PJeffery Tardaguila to Everyone:

Jeff yes

09:37:57 From chunt to Everyone:

yes

09:38:10 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Joe votes: yes

09:38:58 From joesmith to Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator(Direct Message):

second

09:39:07 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Approval of 6/17/21 minutes:

09:39:11 From joesmith to Everyone:

yes

09:39:12 From Bridget Alexander (she/her) to Everyone:

yes

09:39:13 From Stefan Heisler to Everyone:

yes

09:39:14 From April Marie Dawson to Everyone:

yes

09:39:15 From Julie Pederson to Everyone:

yes

09:39:18 From chunt to Everyone:

yes

09:39:26 From PJeffery Tardaguila to Everyone:

Jeff yes

09:39:41 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Approval of 8/19/21 minutes:

09:39:44 From Bridget Alexander (she/her) to Everyone:
yes

09:39:45 From April Marie Dawson to Everyone:
yes

09:39:48 From PJeffery Tardaguila to Everyone:
yes

09:39:48 From chunt to Everyone:
yes

09:39:49 From joesmith to Everyone:
yes

09:39:50 From Stefan Heisler to Everyone:
yes

09:39:54 From Julie Pederson to Everyone:
yes

09:46:11 From Arturo Baiocchi to Everyone:
Maybe someone from the UCD Street Medicine Team might be interested to join the committee?

2021 PIT Count Committee: Update on Volunteer Recruitment & Events Planning

Kathreen Daria, MPH

Volunteer & Training Coordinator

kdaria@sacstepsforward.org

Michele Watts

Chief Planning Officer

mwatts@sacstepsforward.org

September 16, 2021



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Volunteer Recruitment & Activities

- Recruitment (1000 volunteers)

- Target groups
 - Former PIT volunteers
 - New interested volunteers (e.g., students, families, general public)
 - SSF community partners & volunteer network
 - SSF staff + PITC members
 - Personal connections
- Post-recruitment
 - Complete registration with contact information
 - Complete volunteer waivers (health, liability forms)

- Proposed Activities

- Deployment site set up & take down
- Deployment site greeters/runners & management
- Group & equipment sign in/out processing
- First Aid & general health check station
- Hygiene/incentive kit assembly & distribution
- Count supplies/packets assembly
- Community canvassing/support
- Count mapping trial run



Volunteer Training

- Roles
 - 1 Lead
 - 1 Counter
 - 2 Recorders/Runners/Supports
 - Cross-train on roles to ensure ample coverage of duties
- Training Content
 - Roles & responsibilities overview
 - General safety & COVID-19
 - Survey instrument/technology/application
 - Homelessness 101
- Training Offerings
 - Produce & publish on 2022 PIT webpage
 - Offer office hours to answer volunteer questions live



Events Planning & COVID-19 Considerations

- **Ensure event participant safety, including COVID-19 mitigation protocols**
 - COVID-19 vaccination accountability
 - General health check
 - Cold, flu, & viral symptom check
 - Temperature check
- **Review event budget**
 - Purchase/rent required supplies and spaces
 - Hire event planning support staff
- **Confirm event dates**
 - Update and circulate event materials



Communications

- Access 2022 PIT Count information
 - About the PIT & Committee, Volunteer & Training, and more
 - See sacramentostepsforward.org/continuum-of-care-point-in-time-pit-count/2022-pit-count
- Tune in for the latest news and updates
 - Sign up for our newsletter and check for email updates
 - Monthly newsletter/emails through Dec 2021
 - Weekly targeted emails in Jan 2022
 - Check our social media for volunteer and event updates, and help us cross-promote this event



Next Steps

- Create & test PIT volunteer registration and management database
- Prepare volunteer messaging and contact target groups
- Publish & update PIT & Volunteer webpages
- Prepare & publish volunteer training materials
- Determine indoor/outdoor deployment center locations
- Monitor PIT & COVID-19 guidance from HUD & Public Health



Thank You



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