



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

PIT Count (PITC) Committee Meeting Agenda

Thursday, December 16th, 2021 | 9:00 AM – 10:30 AM

[Zoom Meeting](#) | Meeting ID: 843 2786 8631 | Passcode: 797272

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Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions & Approval of 11/18/21 Minutes	April Marie Dawson, PITC Co-Chair	9:00 AM (5 minutes)	Information
II. Announcements: (Upcoming Events & Recent Actions)	PITC Co-Chairs, PITC Members, & Guests	9:05 AM (10 minutes)	Information & Discussion
III. 2022 PIT Count Survey Tool	Michele Watts, SSF Chief Planning Officer, Arturo Baiocchi, CSUS	9:15 AM (10 minutes)	Action
IV. 2022 PIT Count Updates: <ul style="list-style-type: none">● Pre-Mapping Tool● Volunteer Details● Event Logistics	Michele Watts & Kathreen “Nica” Daria, SSF Volunteer & Training Coordinator	9:25 AM (40 minutes)	Information
V. 2022 PITC Work Plan	Michele Watts & Kathreen “Nica” Daria	10:05 AM (10 minutes)	Information
VI. Meeting Adjourned Next PIT Count Committee Meeting: Thursday, January 20th, 2022			

Reference the [CoC Meeting calendar](#) for upcoming CoC Board and Committee Meetings. For any questions or concerns, please contact [Michelle Charlton](#), CoC Coordinator, Sacramento Steps Forward.



2021 PIT Count (PITC) Committee Meeting Minutes

Thursday, November 18th, 2021 || 9:00 AM – 10:30 AM

Recording of Zoom Meeting. The chat and material(s) discussed at the meeting (not provided before the meeting) are below the minutes.

Attendance:

Member	Area of Representation/Organization	Present
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	Yes
Joseph Smith	Advocacy, Loaves & Fishes	No
Julie Pederson	Law Enforcement Sheriff's Department	Yes
Michelle Schumann	Behavioral Health County Behavioral Health Services	Yes
Niakia "Kia" Phillips	Case Manager Supervisor, Veteran Services	No
Stefan Heisler (SPC Chair)	Reinvestment Analyst, City of Rancho Cordova	Yes

SSF Staff	SSF Title
Dennis Smiley	Outreach Navigator – TAY Specialist
Michele Watts	Chief Planning Officer
Michelle Charlton	Continuum of Care Coordinator

Scott Clark	Data Analytics Manager
Dr. Tamu Green	Systems Performance Advisor
Ya-Yin Isle	Chief Strategic Initiatives Officer

Guests:
Arturo Baiocchi, Brenda Epperly, Cait Fournier, Chris Flores, Christina CommunityHealer.org, Gabriella Yost, Jesscia Newham (CSUS), Janet Green, John Holden, Lee Sorrell, Lisa Hinz, Lori Easterwood, Monica Rocha-Wyatt, Pixie Pearl, Samantha Earnshaw, and Tina Cris.

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions & Approval of 10/21/21 Minutes	April Marie Dawson, PITCC Co-Chair	9:00 AM (5 minutes)	Information
<p>Meeting started around 9:02 AM. Attendance of 12 participants. April welcomed everyone and started introductions.</p> <p>Motioned for approval of 10/21/21 minutes: 1st - Cynthia Hunt, 2nd - Bridget Alexander</p> <p>Motion approved.</p>			
II. Announcements: (Upcoming Events & Recent Actions)	PITC Co-Chairs, PITC Members, & Guests	9:05 AM (10 minutes)	Information & Discussion

PITC Co-Chairs:

- Jeff Tardaguila mentioned recent CalTrans sweeps, a new encampment, and was curious about learning more on how encampments are created.

PITC Members:

- Bridgette shared details about a Youth Continuum Event which will take place some time during the last week of January 2022.

Guests: None.

SSF:

- Michele Watts shared about Bezos Day 1 Family Fund Grant. Learn more [here](#).
- Dr. Tamu Green shared about the Racial Equity Committee (REQC) which included details about the REQC liaisons.

Please see the chat and recording for more details.

III. 2022 Unsheltered PIT Methodology	Michele Watts, SSF Chief Planning Officer & Arturo Baiocchi, CSUS	9:15 AM (25 minutes)	Information & Discussion
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Michele shared details for today's agenda items which will focus on input for the 2022 Unsheltered PIT methodology and survey tool (combining agenda item III and IV) with the PITC taking action on next steps in the following month.

Arturo shared a presentation (see below minutes) discussing the 2022 PIT methodology and planning which included general points about the unsheltered PIT, count methodology, Zone definitions, deployment sites and scheduling logistics. Please see the recording for more details.

Questions/Concerns brought up during the meeting:

- Counting RVs and cars,
- Satellite recommendations and expansion,
- Request to have finalized PIT Count dates ASAP,
- What is documented in the count (race, sex, age, name?),
- When can we broadcast the PIT Count to people experiencing homelessness?,
- How did the 2019 PIT Count team avoid duplicate counts?

IV. 2022 Survey Tool	Michele Watts & Arturo Baiocchi	9:40 AM (20 minutes)	Information & Discussion
<p>Arturo shared details that included the survey instrument (pros and cons), having the count during both the night of count and during the day (possibly a few mornings after the official PIT Count). Jesscia Newham (Arturo's colleague from CSUS) shared details on the survey methodology which included the differences from 2019 (in housing programming) to 2022 (outside vendor) PIT Count. Please see the chat and recording for more details.</p> <p>Questions/Concerns brought up during the meeting:</p> <ul style="list-style-type: none"> • What tools/methods are being used to count for the RVs/cars vs encampments? • Do we have questions on the survey regarding frequency of homelessness and senior questions/age (over 65+)? • With the REQ action plan, there are points/elements noted regarding intersectionality, non-english speaking, multi-race individuals self identifying, and more • Adding a question to the survey regarding climate given recent fires and air quality 			
V. 2022 PIT Count Volunteer Updates	Michele Watts & Kathreen "Nica" Daria, SSF Volunteer & Training Coordinator	10:00 AM (15 minutes)	Information
<p>Michele discussed details about salettle locations, status/efforts to identify PIT Count dates, the partnership with the CSUS volunteer service center, and additional volunteer outreach.</p>			
VI. PITC Membership Update	Michele Watts & Michelle Charlton, CoC Coordinator	10:15 AM (5 minutes)	Information

At the [October 29th CoC Board meeting](#), the Point-In-Time Count Committee Slate Appointment (Part B) memo was approved. The current PITC roster is available [here](#), highlighting how additional efforts to recruit representatives from areas (Adult Protective Services/Health/Behavioral Health, Domestic Violence, Sacramento Police Department, Sacramento Regional Transit, Shelter/Housing, Women’s Empowerment) to serve on the PITC. Also, how all of the areas listed above and more will also be contacted to contribute to the 2022 PIT Count.

VII. PITC Work Plan

Michele Watts & Kathreen “Nica” Daria

10:20 AM
(5 minutes)

Information & Discussion

Michele shared the PITC Work Plan is in progress however is not available to share at this time.

VIII. NOFO Update

Michele Watts

10:25 AM
(5 minutes)

Information

Michele provided an update about the HUD CoC NOFO that included details about the application, recent efforts about the Projects Priority List Approval, CoC Application (narrative), and Planning Grant Application, and next steps. Please see the recording for more details.

**IX. Meeting Adjourned at 10:24 AM. Attendance of 24 participants.
Next PIT Count Committee Meeting: Thursday, December 16th, 2021**

PITC Meeting Chat

08:55:45 From chunt to Everyone:
Good morning everyone

08:58:38 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Welcome! Here are today’s materials:

<https://sacramentostepsforward.org/wp-content/uploads/2021/11/11.18.21-PITC-meeting-materials.pdf>

08:59:23 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Jeff you are on mute

09:01:35 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Welcome! Here are today's materials:
<https://sacramentostepsforward.org/wp-content/uploads/2021/11/11.18.21-PITC-meeting-materials.pdf>

09:09:09 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Approval of 10/21/21 Minutes:

09:09:17 From Stefan Heisler to Everyone:
Yes

09:09:17 From April Marie Dawson to Everyone:
yes

09:09:18 From Jesse (he/him) to Everyone:
yes

09:09:19 From Bridget Alexander (she/her) to Everyone:
Yes

09:09:21 From chunt to Everyone:
yes

09:09:25 From Jeffery Tardaguila to Everyone:
Jeff yes

09:11:23 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
Sacramento Steps Forward Receives \$5 Million Bezos Day 1 Families Fund Grant to Help End Family Homelessness in Sacramento:
<https://sacramentostepsforward.org/breaking-news-ssf-awarded-5-million-by-bezos-day-1-family-fund-grant/>

09:16:09 From Dr. Tamu Green (she/her), SSF, Systems Performance Advisor to Everyone:
Racial Equity Action Plan:
https://sacramentostepsforward.org/wp-content/uploads/2021/08/10_SSF-Racial-Equity-Action-Plan-12-copy.pdf

09:17:09 From Dr. Tamu Green (she/her), SSF, Systems Performance Advisor to Everyone:

Job openings at SSF, including one for a Persons with Lived Experience Coordinator: <https://sacramentostepsforward.org/about/become-a-team-member/>

09:18:53 From Jeffery Tardaguila to Everyone:
how are you counting cars and RV ?

09:20:54 From April Marie Dawson to Everyone:

We will take questions at the breaks in between the powerpoint. You can raise your hand or put them in the chat. Jeff I see yours.

09:23:33 From Monica Rocha-Wyatt to Everyone:
brb

09:27:00 From Monica Rocha-Wyatt to Everyone:
back

09:29:40 From Monica Rocha-Wyatt to Everyone:
msn

09:39:47 From Lisa Hinz to Everyone:
What is documented in the count? Race, sex, age, name?

09:40:51 From Pixie Pearl (they/them) to Everyone:
Also, with a date, we can broadcast the event to folx experiencing homelessness so they know where and when

09:42:34 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Details about the 2022 PIT Count webpage:

<https://sacramentostepsforward.org/continuum-of-care-point-in-time-pit-count/2022-pit-count/>

09:42:55 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:

Contact: Kathreen Daria, Volunteer & Training Coordinator, at

kdaria@sacstepsforward.org

09:43:43 From Michele Watts, she/her/hers, SSF Chief Planning Officer to Everyone:

kdaria@sacstepsforward.org - SSF Volunteer Coordinator Kathreen 'Nica' Daria

09:45:52 From Dennis S. (He, Him, His) to Everyone:
How did the 2019 PIT count team avoid duplicate counts?

09:56:41 From John Holden to Everyone:
I believe it would be safer in the morning.

09:59:33 From April Marie Dawson to Everyone:
If you did not get a chance to introduce yourself earlier, please put your name, preferred pronouns, and affiliation in the chat box.

10:00:08 From JGreen Hope Coop (she/her) to Everyone:
Janet Green, Hope Cooperative RST, Housing Resource Specialist

10:01:59 From Dr. Tamu Green (she/her), SSF, Systems Performance Advisor to Everyone:
I need to hop off for another training. Thanks for the good work on this committee!

10:02:09 From April Marie Dawson to Everyone:
Thank you Tamu

10:03:57 From Bridget Alexander (she/her) to Everyone:
That's the plan Arturo!

10:11:15 From Michelle Schuhmann to Everyone:
That's a good point about the neighborhood and zip code. How was local to Sac defined in the past?

10:12:07 From Scott Clark (he/him) to Everyone:
We cant hear you Arturo

10:12:12 From Jeffery Tardaguila to Everyone:
cut video might help

10:12:58 From chunt to Everyone:
I cant hear anyone now

10:13:08 From chunt to Everyone:
yes I can

10:22:09 From Michelle Charlton (She/Her) SSF, CoC Coordinator to Everyone:
More details here for the 2021 Continuum of Care (CoC) Program

Competition:

<https://sacramentostepsforward.org/2021-continuum-of-care-coc-program-competition/>

10:24:09 From chunt to Everyone:
great job everyone



2022 PIT METHODOLOGY + PLANNING



GENERAL POINTS ABOUT THE UNSHELTERED PIT

Combines two sources of information: observational counts and demographic surveys

- Count teams sent at night (ideally after 10pm) to specific locations to count individuals who are likely to be experiencing unsheltered homelessness
- Survey teams interview a sample of respondents at these locations about their demographics, time homeless, and various challenges
- These data are combined (weighted) to construct estimates of the total number of people facing unsheltered homelessness as well as their demographic composition

CLOSER LOOK AT PROPOSED COUNT METHODOLOGY

- Incorporating a Know Location Methodology + Sampling (similar to 2019)
- Identifying known locations throughout the county where there is strong likelihood of encountering individuals experiencing homelessness at night
- Using known locations to construct 200+ canvassing zones (each 1/4-square mile area)
- Sending count teams to a sample of zones (stratified by locations x estimated counts)
- Using information from sampled zones to extrapolate counts if all 200+ zones had been visited



ZONE DEFINITIONS

- **High Probability Zones (HP)** – High probability of encountering 20+ individuals experiencing homelessness (e.g. stable encampments)
 - Current estimates: 25 – 40 HP Zones
 - Will attempt to visit all HP zones.
 - Approximately 25 – 30% of teams will be sent to HP zones
- **Mid Probability Zones (MP)** - Locations considered likely to contain 5--19 unhoused individuals on the night of the count
 - Current estimate: approximately 200+ MP zones
 - Will attempt visit (sample) half of MP Zones and use information to extrapolate counts in MP Zones not visited
 - Approximately 50 – 60 % of teams will be sent to MP zones
- **Low Probability Zones (LP)** - Locations with past reported homelessness, but with insufficient information to estimate the probability. (Unknown number of people experiencing homelessness)
 - Sampling and extrapolation of LP zones is similar to MP zones.
 - Approximately 10-25% of teams will be sent to LP zones.



DEPLOYMENT SITES AND SCHEDULING LOGISTICS

- Need to visit a minimum of 130-150 locations (approx. 400-800 volunteers depending if some volunteer for more than 1 night)
- In 2019: attempted 100 zones each night; approximately 50 teams sent from 2 main deployment sites each night
- More deployment sites provides more coverage and less travel time yet creates some logistical challenges
- Fewer deployment sites centralizes logistics, but requires more travel
- Recommendation: no more than 2 central deployment sites and 3-4 satellite deployment sites *each night* located in the HUD Consolidated Plan jurisdictions (e.g. Folsom, Galt, Elk Grove)

CLOSER LOOK AT SURVEY INSTRUMENT

Surveys conducted during both the night of the count and during the day (a few mornings after the official PIT count)

- 15 – 30 morning survey teams will be sent to large encampments, vehicle-encampments, & parkway (no counting; surveys only)
- **Pros:** potentially safer and less disruptive; may result in more surveys
- **Cons:** logistically more complicated; less consistent with past



Survey Methodology

- **2019 – IN HOUSE PROGRAMMING**

HUD Topic Areas

Demographics

Length + frequency of homelessness

Substance abuse, mental + physical health

Sacramento Additions

Local to Sacramento?

What could Sacramento do better?

Sexual orientation

Youth (couch surfing, pregnancy, education)

Butte Fires

- **2022 – OUTSIDE VENDOR**

Increased training capacity and technical support; less flexibility in customization

HUD Topic Areas

Demographics

Length + frequency of homelessness

Substance abuse, mental + physical health

Proposed Sacramento Additions

Local to Sacramento?

What could Sacramento do better?

Sexual orientation

HMIS matching

Considering magnet specific survey

Committee recommendations?

Sacramento CoC 2022 Unsheltered PIT Count Work Plan

Date: December 10, 2021

Component/Activities	Lead	Contributors	Start Date	End Date	Status
Research Design, Implementation and Reporting					
Research Design- Methodology	CSUS		9/1/21	12/1/21	
Research Design- Survey Tool	CSUS		11/1/21	12/16/21	
Research Implementation- Mapping	SSF	CSUS, PITC	9/1/21	12/15/21	
<i>build list of mapping information sources</i>		PITC	9/1/21	11/30/21	
<i>coordinate with CSUS on mapping information data collection tools</i>		CSUS	10/1/21	1/15/21	
<i>collect mapping information from sources</i>		PITC	11/1/21	1/15/21	
<i>transmit mapping information collected to CSUS</i>		none	12/15/21	1/15/21	
Research Implementation- Sampling	CSUS		12/15/21	1/20/21	
Reporting- Data Analysis	CSUS	SSF, PITC, CoC, Stakeholders	2/1/22	6/30/22	
Reporting- HUD	CSUS	SSF	2/1/22	5/1/22	
Reporting- Local	CSUS	SSF, PITC, CoC, Stakeholders	3/1/22	6/30/22	
Special Populations					
Families	TBD		-		
TAY	TBD	CSUS, HYTF/TAY Providers, YAB	TBD	TBD	
Other?	TBD	-	-	-	
Volunteer Recruitment, Training, and Coordination					
Volunteer Recruitment					
<i>Outline volunteer roles, activities, and requirements</i>	SSF		10/1/21	12/13/21	
<i>Launch volunteer registration portal</i>	SSF		10/1/21	12/13/21	
<i>Contact partners, organizations, businesses to recruit volunteers</i>	SSF		10/1/21	12/13/21	

			9/1/21	Ongoing	
Volunteer Training					
<i>Outline topics for volunteer training</i>	SSF		10/1/21	11/22/21	
<i>Develop training materials</i>	SSF		10/1/21	1/4/22	
<i>Create training process and guidelines</i>	SSF		10/1/21	12/30/21	
Volunteer Coordination- Communications					
<i>Create 2022 PIT webpage</i>	SSF		9/1/21	9/30/21	Complete
<i>Publish volunteer training materials</i>	SSF		10/1/21	12/16/21	
<i>Promote event and volunteer sign up in regular communications channels</i>	SSF, All		9/1/21	Ongoing	
<i>Promote volunteer training sessions</i>	SSF		12/20/21	Ongoing	
<i>Provide event and volunteer updates</i>	SSF		9/1/21	Ongoing	
Volunteer Coordination- Night(s) of					
<i>Finalize volunteer leads, teams, and assignments</i>			1/1/22	1/20/22	
<i>Confirm all assigned sites are canvassed/surveyed</i>			1/24/22	1/28/22	
<i>Prepare participant and volunteer incentives</i>			12/1/21	1/20/22	
Event Planning					
Venue					
<i>Finalize dates, times, locations</i>	SSF		11/1/21	12/30/21	
<i>Reserve venues</i>	SSF		11/1/21	12/30/21	
<i>Organize sites and supplies</i>	SSF		1/20/22	1/28/22	
External Communications Plan					
<i>Determine delegates and media invitees</i>	SSF		11/1/21	1/20/22	
<i>Provide event information and guidelines for invitees</i>	SSF		11/1/22	Ongoing	
<i>Monitor and communicate COVID-19 guidelines and weather advisories</i>	SSF		9/1/21	Ongoing	