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Ending Homelessness. Starting Fresh.

2021 PIT Count Committee (PITCC) Meeting Agenda

Thursday, October 21st, 2021 | 9:00 AM – 10:30 AM

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

One tap mobile: +16699009128,,84327868631#,,,,*797272# US (San Jose)

Dial by your location: +1 669 900 9128 US (San Jose)

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Agenda Item	Presenter(s):	Time	Item Type
I. Welcome/Introductions & Approval of 9/16/21 Minutes	April Marie Dawson, PITCC Co-Chair	9:00 AM (5 minutes)	Information
II. Announcements: (Upcoming Events, New Program Incentives, Recent Actions)	PITC Co-Chairs, PITC Members, & Guests	9:05 AM (10 minutes)	Information & Discussion
III. 2022 Unsheltered PIT Count Updates: <ul style="list-style-type: none">● 2019 Unsheltered PIT Mapping Summary● 2022 Data Tool● Q&A	Michele Watts, SSF Chief Planning Officer & Arturo Baiocchi, CSUS	9:15 AM (50 minutes)	Information & Discussion
IV. PITC Membership Update: <ul style="list-style-type: none">● Part A: Renewal of Current Members● Part B: Targeted Recruitment	Michele Watts & Michelle Charlton, CoC Coordinator	10:05 AM (5 minutes)	Information
V. REQ Action Plan & the PITC	Dr. Tamu Green, SSF Systems Performance Advisor	10:05 AM (25 minutes)	Information & Discussion

VI. Meeting Adjourned

Next PIT Count Committee Meeting: Thursday, November 18th, 2021



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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

Michelle Charlton	Continuum of Care Coordinator
Scott Clark	Systems Performance Analyst

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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