

Minutes of the Point in Time Subcommittee Meeting  
10:00 am, November 5<sup>th</sup>, 2008

- I. **Roll Call/Introductions:** Members Present: Alex Stevens – Community Food Alliance, Victor Scott – PBCSO Homeless Unit, Vinette Olds – PBC Human Services, Maria Watson – PBC Human Services, Paul Sherman – Oakwood Center, Rik Pavlescak – CCCNet/CAP, Sharol Perez-Navarro – Adopt-A-Family, Matt Constantine – Adopt-A-Family, Martha Allen – CCCNet, Kathy Serock – CHS, Patrick McKenna – Adopt-A-Family, Tequesta Jackson – FRCWC, Maya F. Salter – The Lord’s Place, Bakkah Willis – The Lord’s Place, Cheri Zettle – AVDA, Carol Shaffer – PBC Human Services.
  
- II. **Approval of Minutes:** A motion was made and seconded to approve the minutes as presented. Minutes were approved unanimously.
  
- III. **Discussion of unmet need tracking:** Carol introduced and summarized the subject of tracking the unmet need. In addition to the actual homeless count it is also imperative that agencies begin tracking the number of homeless individuals and families that are “turned away.” A form has been introduced and all HUD funded programs are obligated to track those that are turned away. This will allow the Continuum to have a better idea as to what the actual unmet need is and what types of housing are needed to meet this need.
  
- IV. **Executive Summary:** A summary paper was introduced that covered many of the basics of the PIT count. It was designed to be a concise marketing tool that will allow for potential donors and volunteers to learn about the event. Members of the committee agreed that this was vital and suggested that the paper be expanded to two pages to offer a bit more detail surrounding the count, donation, and volunteer opportunities. The goal is to have the paper completed by early next week so that it can be sent out to the community at large.
  
- V. **Review of “site roster”:** The complete printout of all potential counting sites will be presented at the next PIT meeting. This list will include all of the feeding sites, food pantries, day labor centers, etc...Members were asked to bring any additional sites to the next PIT meeting. Members will be asked to go through the list at the next meeting and volunteer to contact the various sites to give them adequate time to prepare.
  
- VI. **Law Enforcement:** Law enforcement will be helping out by finding alternative sites to count homeless populations. Attention will also be given to smaller churches in the community that serve homeless populations. The Sherriff’s representative also suggested that the committee consider extending the count into non-traditional evening hours – for example 5:00 – 9:00 PM.
  
- VII. **Next Meeting:** The committee will be reviewing the site roster as well as geographic data. The meeting will be held Wednesday, Nov 19<sup>th</sup> – at 10:00 AM.