

Minutes of the Point in Time Subcommittee Meeting  
October 23, 2008  
10:00 a.m.

- I. **Roll Call/Introductions:** Present were Alex Stevens, Community Food Alliance; Wendy Olds, PBC Human Services; Tequesta Jackson, FL Resource Center; Maria Watson, PBC Human Services; Sgt. Mark Essary, Palm Beach County Sheriff's Office; Patrick McKenna, Adopt-A-Family; Emily Gorman, Adopt-A-Family; Sally Patterson, Family Central; Cheri Zettle, AVDA; Pam O'Brien, AVDA; Angela Beneby, Families First; Susan Bykofsky, Goodwill; Georgiana Devine, PBC Human Services; Kim Parnett, PBC Human Services; Inger Cheves, Toward a More Perfect Union; Paula Giordano, Goodwill; Ronnie Felder, J.A.Y. Outreach; Robert Felder, J.A.Y. Outreach; Carol Shaffer, PBC Human Services; Kathy Serock, Children's Home Society; Denise Martin, Goodwill
  
- II. **Approval of Minutes:** Correction to Oct. 7, 2008 minutes: Roy Foster is from Faith, Hope, Love, and Charities, not the VA. Once corrected minutes approved.
  
- III. **Discussion of Survey Instruments:** Carol stated the State Office on Homelessness is making suggestions on data collection. We will wait to verify which instruments we will use for the count based on the state's recommendation. The P.I.T. subcommittee can add extra items to the survey instruments if we collectively decide to. Some corrections were made on the unsheltered form (individuals) to coincide with the state's form and to help the interview flow smoothly. It will be easier to translate this form to the other survey. Separate forms will need to be used to collect data from individuals and families.

The data from the three page family bed count form is required by HUD. The subcommittee may use the unsheltered form along with the sheltered form (families), but at this time the decision has not been made. However, just using the sheltered form does not provide the state the data they are looking for and only using the unsheltered form does not fit into HUD's requirement of Bed Capacity. The CoC gets points from HUD for partnering with every agency, not just HUD funded agencies to collect census and bed count data. We need to gather how many beds, how many units, and how many people in the beds on the night of the count. We also need to account for household size, number of adults, and number of children. Carol is trying to make the family form as simple as possible because there has been confusion in the past. More information will need to be added to the sheltered form if we do not use both. Hopefully, volunteers that may be uncomfortable going into the streets would complete the unsheltered forms for the residents in the shelters.

Pam O'Brien mentioned concern for victims of domestic violence and confidentiality with completing the unsheltered forms. It was decided it would be OK to complete the forms because the data is all aggregate, but must make sure the numbers are unduplicated. Pam also inquired about folks staying in hotel/motel shelter funded by the agencies. Anyone staying in hotel/motel shelter on the night of the count must be

included. Overflow beds (or beds used only in an emergency) also need to be included. Kathy Serock expressed concern about confusion about her program's numbers because some of her moms are reported as children even though they are actually the head of household. The question of counting the beds as family or individual beds was also raised. Georgiana pointed out that HUD changed their reporting criteria on behalf of AVDA because on the night of the count AVDA happened to only be serving families, but are able to serve individuals as well. However, on the night of the count, should only report on the population served that night. Finally, Georgiana mentioned adding a line to the family form to show who it was completed by since there has been so much discrepancy in the past. The form is not always completed by the executive directors and sometimes the executive director is unaware of the information being provided.

The reason why we do the Point in Time was brought up. The numbers gathered from the count are used for grants, funding, entitlement cities, evaluations, current homeless services, and gaps. HUD and the State started this, but now it is used for most of the agencies funding. In order to submit this data we need to obtain the ratio of population vs. the Point in Time count. The data collected is now being published for the appropriations committee.

- IV. **Unmet Need:** A uniform unmet need tracking form has not been developed yet. The form should be emailed next week to start using for Nov. 1<sup>st</sup>. Who was turned away and who was placed on a waiting list must be captured. One form needs to be agreed upon and used so everyone is tracking data the same. We need to show what beds and services people in need were lacking.
- V. **Outreach:** Georgiana introduced Alex Stevens from Community Food Alliance. Alex explained that CFA was developed because the 2004 Food Security Survey revealed hunger in PBC. CFA does not provide direct services, rather they coordinate with providers. For example, when Publix stopped giving food the CFA purchased two refrigerated trucks housed at Village Baptist used to pick up food. CFA also helps with Food Stamp enrollment and rescuing unused food from restaurants. Alex stated he may have additional contacts to link with the Point in Time subcommittee. He will email agencies to see if they serve the homeless and would be willing to participate in the count. Georgiana will give Alex the current site list.
- VI. **Site Coordination:** Matt Constantine is working on the master list.
- VII. **Volunteer Coordination:** Martha Allen is developing the volunteer list. The count will be on Jan. 28<sup>th</sup> and Jan. 29<sup>th</sup>. Moving the times around to fit our needs was discussed, but the new guide really focuses on a night so we will probably continue the count from noon to noon. Avoiding duplication is key. Pam wondered about collecting information from schools, but the schools definition of homelessness is not the same as HUD's so we cannot mix the data. Pam also inquired about the student group from FAU. Michelle Hawkins with FAU's school of social work will start attending meetings once the time gets closer.

VIII. **Technology**: Daniel Gibson from United Way determined all of the PDA's used for the food survey were handed out and no longer available. Daniel brought his service learning group from Nonprofits First (Leadership and Management Initiative) to help with the count. The group may work on a way to purchase PDA's for future counts. Pam O'Brien offered to contact Office Depot to see if they would donate any equipment. Donations can be made to the Governor's Council, the non-profit arm of the Health Dept. Georgiana will email groups asking about PDA's. -----

IX. **Marketing**: Susan Bykofsky and Maria Watson are going to help develop an executive summary as to the goal of the Point in Time. Talking points will also be fashioned to go out to churches, corporations, etc. for presentations.

As the time for the count approaches, we will start getting the word out about specific dates, times, and locations. The message especially needs to get out about the \$5.00 gift cards. Alex stated in addition to gift cards the CFA has been given over 1100 food packs to hand out that contain tuna, nutrition bar, peanut butter, bread, juice mix, and a spork and napkin. These food packs worked well in the Glades due to the lack of CVS stores in South Bay and Pahokee.

Volunteers were requested to help with the executive summary and there were no volunteers.

X. **Law Enforcement**: Sgt. Mark stated there was nothing new. Georgiana reminded everyone that meetings will be attempted with the police chiefs of cities such as Delray, Boynton, Riviera, and Jupiter. Mark will set the meetings up. Last count some police departments submitted their FIR's (Field Inspection Reports). They are not the exact same as our survey form, but they provide important data.

XI. **New Business**: Georgiana announced that Daniel Gibson contacted her about bringing his LMI group in to help the Point in Time subcommittee as their service project. The members of the group were introduced. The LMI group plans to evaluate the Point in Time process and help to improve it for next time.

Next meeting will be on Nov. 5<sup>th</sup> at 10am at Adopt-A-Family.

Meeting adjourned at 11:05 a.m.

Note: Meeting location changed to: Children's Home Society at 3333 Forest Hill Blvd in the conference room on the first floor.