

Minutes of the Point in Time Subcommittee Meeting  
October 7, 2008  
10:00 a.m.

- I. **Roll Call/Introductions:** Present were Georgiana Devine, Matt Constantine, Kim Parnett, Tequesta Jackson, Emily Gorman, Sharol Perez, Patrick McKenna, Vinette (Wendy) Olds, Sgt. Mark Essary, Roy Foster, Paula Giordano, Susan Bykofsky, Jennifer White, Daniel Gibson, Kathy Serock, Martha Allen, and Mary Cauthen
  
- II. **Nomination of Secretary:** Emily Gorman was nominated to be secretary.
  
- III. **Discussion of Survey Instruments:** Georgiana stated the comprehensive survey forms (formerly only used for unsheltered) will need to be completed for each person residing in emergency shelter, transitional housing, or hotel/motel shelter. The forms will be done for each head of household, but they will capture all other dependents. The aggregate survey form (formerly used for sheltered) will need to be completed for all permanent/supportive housing programs to capture bed capacity/bed inventory.
  
- IV. **Unmet Need:** Georgiana discussed possible methods to be used to capture unmet need. We need to be able to count who was turned away, how many people needed a bed that could not be provided, who was on any programs waiting list. This will identify how many beds are needed for the target population.  
  
We need to start tracking all of the people being turned away, but not every program keeps a waiting list. The point of starting to do this right away was brought up in order to make room for error in the beginning. The suggestion was made to create a universal form to use for tracking purposes. Susan from Goodwill suggested a CMIS program we could enter into. Kathy Serock added that a unitized form of what is actually needed would probably work best. Matt suggested getting feedback from the folks we are turning away on what they feel they need most may be helpful as well. Georgiana said we will try and come up with a survey to use for feedback and to gather the required data.
  
- V. **Outreach to Potential Sites:** Mark stated he met with the chaplains that are part of the chaplaincy unit with PBSO. Mark passed out his card and requested the chaplains to pass the information on to their colleagues. The chaplains had questions about the count and how many volunteers they could bring. Georgiana said right now there is a need for an unlimited amount of volunteers. It was mentioned that we could possibly send volunteers to the churches to train their volunteers so they could count their own feeding programs. The question raised, however, was how comfortable would outside volunteers be going into the streets to help with the count. If those volunteers are uncomfortable with going out to the streets they could possibly come to the shelters and do the surveys with the residents while the staff members are out counting.

- VI. **Site Coordination:** Matt distributed a site list site-up comprised of site participants from last year. Looking at adding possible encampment areas and new programs to list. Will start to add encampment areas in Dec. since they move around often. It will be easier to add sites if there are relationships already forged with those sites. We need to find new programs like Oasis that came and spoke at the Continuum of Care Meeting in August. Will work on mapping potential sites. Subcommittee members can email Matt with potential sites at [mconstantine@adoptafamilypbc.org](mailto:mconstantine@adoptafamilypbc.org).
- VII. **Volunteer Coordination:** As mentioned earlier, the need for volunteers right now is unlimited. Mark mentioned getting the VA Hosp. staff to come and bring their resources and knowledge. Roy from the Stand Down House was invited by Mark and was at the table today. Georgiana stated she invited Alex Stevens from the Community Food Alliance to join the Point in Time Subcommittee as well. Daniel Gibson asked if the count was using United Way's volunteer dept. and he was told no, but he will look into it for this year. Leadership Class of Palm Beach County turned down the project indicating it would be too time consuming. Daniel Gibson mentioned the possibility of using the loaned executives with the United Way and could present to the loaned executives staff. Martha started a volunteer list spreadsheet and wanted to make sure the format was effective. Members added ideas for the spreadsheet such as job titles, geographic preference, and availability. Martha will update the format, email to Georgiana and Georgiana will send to the members.

Last year we had about 70 volunteers. The volunteer training sessions last year lasted about two hours and several training sessions were offered. The possibility of doing web-based training sessions was mentioned. Also, finding a way to conference call for the subcommittee members from the Glades was also encouraged. Having volunteers complete a training session is very important in order to eliminate questions about race, chronically homeless, zip codes, etc. The zip code question is key in getting municipalities to buy in. Putting together a zip code card for volunteers may make the zip code question more effective.

- VIII. **Marketing:** A marketing plan needs to be developed to get the word out to more locations as well as to the people being interviewed. Need to look at speaking at churches and other places to find more locations. This needs to be started next month. Specific sites, dates, and times all need to be marketed, especially near encampment areas. Changing the 24 hour time frame of the count was also mentioned to give volunteers more daylight hours to utilize. Susan Bykofsky volunteered to take the lead on this. Daniel Gibson also volunteered to speak at various locations.

The importance of getting out to the Glades was reiterated. Wendy and the Lantana Hot Team are the lead for the Glades. Martha will also see about sending some staff to the Glades. Everyone was reminded how important it is to get the gift cards to the interviewees. We may need to use a different vendor for the gift cards in the Glades because there is no CVS store nearby, especially in Pahokee. The question was also

raised about giving cash, but was decided that probably was not an option. Two years ago, Human Services was able to get food to give out to the participants as well.

- IX. **Technology**: Daniel Gibson did not have the opportunity to check on the PDA's, but if they are at the United Way we can use them. Not sure on the amount. If people have their own PDA they may be able to complete the survey on it depending on their technological skills. Would need to make sure that person is reliable.
  
- X. **Budgeting**: As of now there is not a budget allotted for the Point in Time count. The possibility of grant writing for the count was discussed. Currently, the count uses the Governor's Council, the non-profit arm of the Health Dept. for any donations needing a tax write-off. Donations should be included in our marketing strategies.

**Next meeting will be on Oct. 23<sup>rd</sup> at 10:00 a.m. at the Adopt-A-Family Community Resource Center, 1712 2<sup>nd</sup> Ave. N., Lake Worth.**

**The meeting was adjourned at 11:15 a.m.**