

Minutes of the Point-In-Time Subcommittee Meeting
September 24, 2008
10:00 a.m.

- I. **Roll Call**: Present were Georgiana Devine, Carol Shaffer, Mark, Wendy, Martha Allen, FL Resource Center, Sharol Perez, Patrick McKenna, Kelly Wilkerson, Emily Gorman, Kathy Serock & Matt Constantine
- II. **Nomination of Secretary**: Emily Gorman volunteered to keep minutes this meeting, but a secretary was not nominated.
- III. **Discussion of Survey Instruments**: Georgiana discussed the difference between the unsheltered survey forms – what is being used to count when out on the streets and the sheltered survey forms – what is used in the emergency shelters and transitional housing programs. There is a sheltered form for families and for individuals. The unsheltered form that is being used now is 1. More comprehensive and 2. Mandated by the state to receive state funding. The state would like us to use the unsheltered form for all of our counting, but it takes a lot of staff resources to do the individual forms for everyone who is sheltered in addition to those staff members are the same who are going out and helping with the count. Staff shortage is the main concern for using the unsheltered, comprehensive form.

Members in attendance discussed the shelters and transitional housing programs that would need to complete the forms for both their residents and out in the field on the day of the count. Some of those agencies would be The Lord's Place and Engagement Center, Transitions Home, CAP, Salvation Army, AVDA, FL Resource Center for Women and Children, Harmony House, and Phoenix House. There was some concern verbalized that Operation Hope, Project HOME, may not have enough staff to complete both.

There is also a question about counting the permanent housing programs. It was decided those programs still need to be involved because the beds need to be counted. The aggregate paperwork (sheltered) will be used for those programs. For these programs we also need to explain about unoccupied beds, i.e. four beds in an apt. and only three are occupied because only one family is housed in an apt.

The subcommittee talked about trying to get some agencies involved with the count that have not been counted before. Those agencies are Jay Ministries, Turtle's Nest, Place of Hope – Renaissance Village. Oasis Center also serves a large population of potentially homeless folks. We need to make sure their programmatic staff can assist with both parts of the count.

Finally, the day of the count was discussed. Since there is a small window of dates that can be utilized the committee thought the best time to do the count was on Wed., Jan. 28th at noon to Thurs., Jan. 29th at noon. That way we can catch lunch, dinner, lunch. There was some discussion about the week of the 19th, but since the Dr.

- Martin Luther King, Jr. holiday falls on that Monday people are already missing work time and would be difficult to get a good commitment on staff that week.
- IV. **Tracking Unmet Need:** The subcommittee needs to find a way to account for unmet need, i.e. folks turned away, placed on a waiting list, etc. There also needs to be a way to weed out duplicates. The reason a method to track unmet need is needed is to establish how many beds are actually needed in this county to house the homeless. This is especially important for families. The comprehensive survey will need to be completed for each phone call to ensure there are no duplicates. The subcommittee discussed making a separate form to make process easier, possibly just counting head of household and household size.
- V. **Pre-Outreach to Potential Sites:** Contact Assignments: We need to identify potential sites that we have not been to in the past. We need to do this in order to expand the outreach and increase the number of folks counted. The need to reaching out to more faith-based organizations was identified. We will work to send letters to faith-based organizations. Mark from PBSO stated the PBSO has a chaplaincy unit and may be able to tap into that because many local pastors are active in the unit.
- VI. **Site Coordination:** Master List of Sites – name address and phone numbers: An excel spreadsheet is needed for sites and volunteers. Matt offered to work on a master list for sites. Carol said we need to get a better idea of camp sites for homeless as well. As Nov. approaches will work on putting a list together of known sites. Georgiana discussed marketing strategies to make participation in the survey more appealing such as receiving a gift card. Also, setting up specific stations were the volunteers will be at a date and time. For example, if we advertise a team will be here at this time on this day people will come. We also need to pinpoint on maps where concentrated areas are, especially in Belle Glade. Wendy takes the lead for Belle Glade every year.
- VII. **Volunteer Coordination:** Martha thought Rick on the PBC Leadership Council would like to help and can possible bring some of the other members to help. It was suggested to bring up the need for volunteers at the next Continuum of Care meeting. We will need to get a better idea of how many volunteers we will have in order to coordinate number of trainings to schedule. A master list of volunteers has not been started yet. Mark suggested Claudia go to Commissioner Koons at the Homeless Advisory Board. Martha Allen offered to work on the volunteer list. Martha's email is mallen@cccnetwork.org.
- VIII. **Technology:** Discussed using PDA's like were used in United Way's food survey. Checking to see if we can get these devices for the point and time survey. Without this technology all of the date entry is manual. Lap top computers were also mentioned.
- IX. **Marketing:** Additional volunteers need to be engaged. Possible can go to churches for presentations. As discussed earlier, specifying locations where teams are on specific days and times. Mark brought up we are losing numbers in cities like West Palm

Beach, Boynton Beach, Delray Beach, and Riviera Beach since the police departments are in charge instead of the PBSO. Last year a representative attended the chief's meeting to minimal success. This year we need to market to the local police departments. One city that has an independent police department was Jupiter. The Jupiter Police Department took videos along with the surveys they completed.

We also need to target day labor programs. We need to get there early before they leave for work or in the afternoon when they return. The day labor centers need to be contacted to establish times. Last year, Florida Resource Center for Women and Children did the day labor center next to their office. They will work on doing that again next year. Sharol offered to complete surveys at El Sol in Jupiter.

We also need to work with the VA Hospital for counting veterans. Mark suggested they may be able to use the vets to count in the vet programs.

We also need to make sure we have bilingual staff, especially Spanish and Creole. There is some concern being able to capture folks whose immigration status is not legal, they may think we are from immigration to deport them.

- X. **Law Enforcement Involvement:** Due to safety issues we will need law enforcement to accompany us to the labor centers in the early morning as well as the camp sites.

The Point-in-Time meetings will be every two weeks until the count. Will check to see if Belle Glade members can conference in.

The meeting was adjourned at 11:20 a.m.