

POINT IN TIME (PIT) PLANNING TEAM
OAKLAND, BERKELEY/ALAMEDA COUNTY COC

PIT Planning Team
Minutes
August 15, 2023
2:30 – 4:00pm

Present: Josh Thurman (City of Livermore), Shelly Haynes (City of Livermore), Lynette Ward (Healthcare for the Homeless), Pedro Naranjo (City of San Leandro), Kelly Hoffman (City of Oakland), Jessica Lobedan (City of San Leandro), Tunisia Owens (Family Violence Law Center), Hanna Toda (Alameda County Health Care for the Homeless), Andrea Zeppa (Alameda County), Shatae Jones (Alameda Alliance for Health), Deidre Wan (Berkeley Youth Affiliates), Carol Lee (City of Hayward), Patrick Anderson (Emerging Leader), Aaron Tiedemann (EBHO), C'Mone Falls (City of Oakland), Martha Elias (Alameda County), Hannah Moore (Office of Homeless Care and Coordination), Moe Wright (EOH Leadership Board), Josh Jacobs (City of Oakland), Riley Wilkerson (Alameda County), Victoria Paige, Ted AAmes, Amy Cole-Bloom (City of Hayward), Jennifer Pearce, Nick Draper (Alameda County), Phil Clark (ACHCH)

Staff: Kim Natarajan (Homebase), Kris Maun (Homebase), Matt Simmonds (SimTech), Jackie Gardner (SimTech), Paige Kieffer (SimTech), TJ Swanson (SimTech)

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| <p>1. Welcome / Introductions (Kim Natarajan)</p> <ul style="list-style-type: none">a. The list of current volunteers was presented, recruitment for this group is ongoing. |
| <p>2. Overview of PIT Consultant Selection Process (Kim Natarajan)</p> <ul style="list-style-type: none">a. Funded by a combination of Continuum of Care (CoC) Planning Funds and other County funding.b. PIT Consultants Role<ul style="list-style-type: none">i. Project Managementii. Facilitation of PIT Planning Team Meetingsiii. Suggestions for Improvements to Methodologyiv. Provide Software for 2024 PIT Surveyv. Prepare 2024 Summary Reportc. PIT Planning Team Role<ul style="list-style-type: none">i. Broad Community Representationii. Decisionmakers and Advisors to PIT Consultants |
| <p>3. Summary of PIT 2022 Concerns (Kim Natarajan)</p> <ul style="list-style-type: none">a. Data and Methodologyb. Survey Questionsc. Volunteer Recruitmentd. Compensation |
| <p>4. Simtech Solutions Presentation (Matt Simmonds)</p> |

- a. Software and Technology
 - i. During the PIT Count, volunteers will use a mobile app: Counting Us
 - ii. During the PIT Count and afterwards, coordinators will be able to see live data through the Regional Command Center. This will also allow coordinators to catch any problems as they happen.
 - iii. After the PIT Count, there will be a dashboard with actionable data.
- b. Geography and Known Locations
 - i. Simtech will need community input to help plan the location and the breadth of the sampling needed, which determines the volunteer recruitment needed.
- c. Volunteer Recruitment and Registration
 - i. Simtech will have a website and social to help recruit volunteers
 - ii. The Volunteer Registration Portal will have added demographics
 - iii. Demo for volunteer portal: <https://demo.pointintime.info/>
- d. Survey Instrument (questions and phrasing) can be customized
- e. Sampling Maps will be provided to volunteers to guide routes and areas

5. Questions (fielded by Matt Simmonds, includes group discussion)

- a. Does Simtech use national multipliers for statistical interpolation or local?
 - i. Good statistical interpolation relies on two things: extensive volunteer canvassing at a good enough level for sample, and local multipliers. Local multipliers are recommended by HUD, and Simtech will help the PIT Planning Team both set goals for volunteer recruitment and sampling and designing the multipliers.
 - ii. See Simtech methods information: <https://pointintime.info/geographic-sampling-and-enumeration/>
- b. How are people going to be trained to identify people experiencing homelessness (e.g. living in an RV)?
 - i. There is an important distinction between whether the RV is meant for habitation or not, for example whether the vehicle is operable. There are also other indicators that we can look locally to say whether people living in the RV are experiencing homelessness or not.
 - ii. HUD Guidance is available here: <https://www.hudexchange.info/faqs/reporting-systems/homelessness-data-exchange-hdx/pit/pit-general/should-the-pit-count-include-individuals-residing-in-rvs-on-the-night/>
- c. Will volunteers be identified by race and age?
 - i. This is included in the workplan. Since this is new for Simtech, they will be updating the volunteer registration portal to collect demographic data.
 - ii. One concern is people with time and ability to volunteer are not usually similar to people under economic stress - but we will strive toward closer representation and rely on PIT Planning Team and others to implement good volunteer recruitment to combat that issue. At minimum we will begin counting how well we are doing on this by collecting the data.
- d. Will assumptions be made about the demographics for those who are counted but not surveyed?

- i. There are different ways to approach this. Communities will need to decide how much they want to make assumptions about people who are not engaged. Whenever you follow a sample approach and broadcast assumptions across those not engaged directly, you lose accuracy. Ideally, assumptions would only be made when the person was not engaged and volunteers should document why the person could not be engaged. Whenever possible, volunteers should be encouraged to do as many surveys as they can.
- e. Will there be jurisdictional supports for cities?
 - i. If everyone canvases their areas completely, then it is possible. However, if there are some places where the sample size isn't large enough then we would need to use county data to make extrapolations for uncounted or under sampled census tracts.
- f. What has been done to make safer spaces for LGBTQIA+ people to be counted?
 - i. Simtech has staff (present today) who is LGBTQIA+ with lived experience in youth homelessness and expertise in trauma informed care who will be providing guidance in this area.
- g. How will Simtech approach the Youth Count and coordinate with the Youth Advisory Board (YAB)?
 - i. The Youth population has distinct needs. For example, there can be a distinction when counting people who are doubled up when it is youth or adults.
 - ii. Simtech recommends a separate question list and count for youth. With a concentrated effort on youth, you can also get different stakeholders. Sometimes the youth count is done at the same time as the PIT Count but other times it could be done at a different date – sometimes supplemental counts are done as late as April.
 - iii. A separate question list will address one problem that can occur with the survey, which is conditional logic. In the software, the survey will display questions based on the previous responses. With a youth variation, it will allow the questions to continue.
 - iv. TJ Swanson is the Community Impact Advisor at Simtech who will be the point person on youth questions.
- h. What is the due date of the count?
 - i. HUD requires this to be within the last 10 days of every January. April 30th is the typical deadline to submit.
- i. What about family count?
 - i. We would want to coordinate with McKinney Vento liaisons from schools but need to be careful not to have double counting when incorporating McKinney Vento data.
 - ii. In the 2022 PIT Count, coordinators contacted family providers to identify where to look for families.
 - iii. To ensure households who have experienced domestic violence are not missed, we need carefully worded survey questions. It would help to engage with domestic violence service providers as well as a broad base of family providers to plan.

- iv. It is also helpful to review how HMIS projects are set up to ensure domestic violence is not lumped in with the general population.
- v. Simtech's standard survey instrument wording was developed for HUD and provides a starting place.

6. Adjourn (Kim Natarajan)