

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

PIT Planning Team
Minutes
October 17, 2023
2:30 – 4:00pm

Present: Amy Cole-Bloom, Andrea Zeppa, Carol Lee, C’Mone Falls, Deidre Wan, Hanna Toda, Hannah Moore, Jessica Lobedan, Jen Lucky, Josh Jacobs, Josh Thurman, Katie Alducin, Lucy Kasdin, Moe Wright, Patrick Anderson, Phil Clark, Riley Wilkerson, Shelly Haynes, Suzanne Campillo, Laurie Flores, Sabrina Abong, Tunisia Owens, Charles Harris, Michelle Staratt, Deidre Wan, Shatae Jones, Elsa Castillo, Thanita Adams

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

1. Welcome / Introductions (Kim Natarajan)	
2. Pre-Count PIT Milestones Timeline (Simtech) The below table was presented as the draft timeline to reach complete project implementation.	
Approve Volunteer Registration Portal	10/17/2023
Identify Jurisdictional PIT Leads	10/31/2023
Approve Additional Survey Questions	11/21/2023
Identify Non-HMIS Participating Projects for Sheltered Surveys	12/01/2023
Finalize Identification of Known Locations to Canvas	12/01/2023
Random Sampling Locations Determined	12/08/2023
Minimum Volunteer Quotas Established	12/15/2023
Conduct PIT Count	End of January 2024, exact date TBD
3. Review and Approval of Volunteer Portal Setup (Simtech) <ul style="list-style-type: none">a. Volunteer portal is set-up: https://alameda24.pointintime.info<ul style="list-style-type: none">i. Volunteers can click register at the bottom of the page to get to the data collection/registration page.ii. Information being collected from volunteers includes demographic information so that we can conduct a racial equity analysis after the PIT Count is complete.iii. In the profile, some of the questions have follow-up questions, for example if you are participating in a group of volunteers from an organization who all want to canvas together.iv. Volunteers will be able to select one or two areas where they would like to go.	

- v. Those interested in serving as jurisdictional leads should make a note of that in the additional comments section when they register through the portal.
- b. Volunteer Recruitment Materials
 - i. The Planning Team wants to make sure that materials are available for prospective volunteers. Simtech will prepare volunteer recruitment materials, including an FAQ, with input from the Planning Team to make sure all possible questions are answered.
- c. Location Descriptions
 - i. The PIT Planning Team discussed how unincorporated areas are described in the volunteer portal. Simtech will speak with officials offline to make sure the descriptions are accurate and can also be understood by prospective volunteers so they know what areas they are signing up for canvassing.
- d. Vaccination Requirement
 - i. Q – Will we require vaccinations of volunteers this year? A - In the previous PIT Count, vaccinations were required because that was the health professionals guidance at the time. As of now we are not planning to require vaccination, but this may be updated following healthcare guidance.
- e. Law Enforcement Volunteers
 - i. The PIT Planning Team discussed whether the volunteer form should include a question about law enforcement volunteering. Some wondered whether law enforcement would be welcome as volunteers during the count.
 - ii. Historically, law enforcement volunteers have filled in areas where not enough volunteers signed up to conduct surveys. While street outreach teams are prioritized to support the PIT Count efforts, there are not enough street outreach teams to cover all the areas so City staff provide additional capacity, including law enforcement and fire department volunteers.
 - iii. It was decided that the volunteer form will not include a question about law enforcement volunteers, but that there will be further discussion about outreach and volunteer best practices at a later date.
- f. Those present during the call, serving as PIT Planning Team members voted by show of hands to approve the volunteer portal, which can now be shared.

4. Demonstration and Training Video on how to identify known locations using the Counting Us App (Simtech)

- a. Direct link to the video is: https://www.youtube.com/watch?v=Hdu6t75N_XQ
- b. Once an account is created in the Volunteer portal, end users will have access to the Known Location Survey in the Counting Us App. The app can be downloaded from Google Play or the Apple App Store.

- c. As of this call, the “Counting Us” app is live, and can be used to mark locations of where to send volunteers to canvass during the PIT. We need locals with knowledge of locations to use the app to make these recommendations. The information collected in the “Counting Us” app will be used to estimate the number of volunteers needed for each area and guide recruitment and planning efforts for the PIT event in January.

5. Jurisdictional Lead Role Description (Simtech)

- a. Simtech created a PDF for the Jurisdictional Lead Role description of responsibilities, which include:
 - i. Support the identification of areas where people experiencing homelessness are commonly found
 - ii. Plan survey coverage and assign count teams to coverage
 - iii. Participate in volunteer recruitment
 - iv. Train volunteers to conduct surveys and provide guidance for the count.
 - v. Logistics and supply management
 - vi. Ensure volunteers have mobile app downloaded and correctly configured
 - vii. Provide support to volunteers during canvassing hours
 - viii. Monitor count results in real-time for integrity
 - ix. Assist in post-count data clean-up efforts, including outreach to purveyors
- b. Jurisdictional leads typically do not participate in the count itself because they are coordinating their area volunteers. To split up coordination duties, there can be more than one lead for an area if needed.
- c. There will be training for jurisdictional leads, following a train the trainer style, in how to manage their jurisdictional volunteers. There will also be a video training series, support page, FAQs, and virtual help desk. The goal is for the jurisdictional leads to be able to provide training to the volunteers that they are leading.
- d. To be a jurisdictional lead, volunteers can register on the volunteer portal and make a note in the “Additional Information” section that they would like to be a jurisdictional lead. The area that they select as their primary count area of choice will be the area they lead.

6. Custom Questions for PIT Survey (Simtech)

- a. Simtech has received input from the Bay Area Data Workgroup as a starting point for reviewing the PIT survey questions.
- b. Simtech will be conducting follow up with County HMIS staff to understand local data collection in HMIS that might be aligned in PIT survey questions. The PIT Planning Team members will review the proposed 2024 question list and make the decision on final questions.
- c. The goal is to have questions and feedback for discussion at the next PIT Planning Team Meeting in November, with final questions list by 11/21/2023.

7. Potential Dates and Times for PIT Count (Simtech)

- a. The PIT Planning Team will need to decide a date for the PIT Count, which must take place during the last 10 days in January. Currently, we are considering dates within the 10-day window from January 21 through January 31, 2024 excluding weekends.
- b. Simtech is conducting a poll to collect feedback from the PIT Planning Team, Leadership Board, and others on PIT Count dates.
<https://doodle.com/meeting/participate/id/dympYYgd/vote>

8. Adjourn