

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

PIT Planning Team
Minutes
September 19, 2023
2:30 – 4:00pm

Present: Amy Cole-Bloom, Carol Lee, Andrea Zeppa, Aaron Tiedemann, Hanna Toda, Moe Wright, Phil Clark, Suzanne Campillo, Patrick Anderson, Alex Baker, Nic Ming, Charles Harris, Hannah Moore, Jessica Lobedan, Josh Jacobs, Josh Thurman, Elsa Castillo, Kelly Hoffman, Jen Lucky, Martha Elias, Shatae Jones, Shelly Haynes, Lucy Kasdin, Tunisia Owens, Elsa Castillo, Riley Wilkerson, Lynette Ward, Suzanne Campillo, C'Mone Falls, Deidre Wan

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

1. Welcome / Introductions (Kim Natarajan)

- a. The list of current volunteers was presented, recruitment for this group is ongoing.

2. Volunteer Registration Demo Portal is Available (Simtech)

- a. Demo is available here: <https://alameda24.pointintime.info/>
- b. Feedback should be sent to: pit@simtechsolutions.com
- c. Volunteer registration demo portal is active for PIT Planning Team to review. This is a test to get ready for the final live portal and will request demographic information about volunteers registering at the request of the PIT Planning Team.
- d. Feedback on the portal is open for another 2 weeks, then they would like to be ready to go live and begin accepting volunteer registrations.
- e. Volunteer Quotas and Regions:
 - i. When setting up Team Leads, we will be breaking up large regions into smaller areas and zones. Zones will be sized based on need and members of the PIT Planning Team will be able to volunteer to provide input on how zones should be sized.
 - ii. We will set quotas for the regions and ask volunteers about their preferences. But if there are areas where there are not enough volunteers, they will need to be assigned to those areas.
- f. Feedback/Comments/Suggestions on Volunteer Portal:
 - i. In the volunteer portal under “what to expect”, the paragraphs should be changed to shorter, bullet points.
 - ii. Instead of asking for a person’s date of birth, the form should ask for people’s age.
 - iii. It would be helpful to have a statement on the form about who we would like to see as volunteers. For example, volunteers demonstrate

cultural humility as we work with community partners to conduct this count.

3. Known Locations Survey (Simtech)

- a. The one-question survey identifies hotspots via the Counting Up app. The Community will need to download and install the app, register as users, and drop pins. This can also be done via desktop.
- b. The Counting Us app is available here: <https://pointintime.info/countingus-mobile-app/>
 - i. Fill out the registration portal and sign up.
 - ii. Set up key for our account is **Alameda24**. All the surveys are hidden at this point, except for Known Locations Survey.
 - iii. Choose on the map where the location is or enter the address, if known.
 - iv. Answer one question of how many people are believed to be experiencing homelessness at that location, then hit submit.
- c. Simtech will use this data to determine the volunteer quotas for regions and where volunteers should go to interview people experiencing homelessness.
- d. This will also be connected to volunteer registration so volunteers won't have to register twice to start inputting the location information they know.
- e. PIT Planning Team members are encouraged to share this with the community to start collecting location data.

4. Potential Subcommittees or Specific Topic Conversations (Simtech)

- a. Discussed establishing subcommittees or scheduling conversations to discuss specific topics that will require a deeper dive and we don't have enough time to cover completely in monthly PIT Planning Team meetings. These subcommittees and/or topics include:
 - i. Volunteer Recruitment and Data Collection
 - ii. Racial Equity
 - iii. Data Collection and Methodology
 - iv. Regional PIT Coordinators
 - v. Youth
 - vi. Care Kits and Incentives
- b. Participating in a subcommittee or conversation will be an additional responsibility. This will allow the monthly Planning Team meetings to be more of a report out format. If you or your organization only has the capacity to attend one meeting, you should attend this monthly planning meeting.
- c. Conversations will be starting very quickly, as soon as next week. Interested volunteers should contact Homebase.
- d. Feedback/Comments/Suggestions on Potential Subcommittees:
 - i. The Planning Team requested a one-page document outlining subcommittee needs and the responsibilities so that they can identify who has the capacity to serve on each subcommittee.

- ii. Simtech will also add a subcommittee option to the volunteer registration if that is needed with the scope of each committee identified.
- iii. The Planning Team would like to see a draft timeline with activities in terms of the planning process, including when survey drafts should be designed, along with the roles and responsibilities for levels of participation.

5. Roles and Responsibilities of a Regional Admin

- a. Ensure effective regional coverage
 - i. Establish Count Team Areas
 - ii. Establish Count Teams
 - iii. Engage with Team leaders to establish effective coverage
 - iv. Support the volunteer recruitment process
- b. Monitor incoming count results
- c. Support the data clean-up process
- d. Care Kits/Incentives
 - i. There are county funds set aside for compensation but the final formant and the amount of that compensation (e.g. kit, gift card, etc.) is still open to community input.

6. Adjourn (Kim Natarajan)