

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

PIT Planning Team
Minutes
November 28, 2023
2:30 – 4:00pm

Present: Laurie Flores, Elsa Castillo, Andrea Zeppa, Shatae Jones, Martha Elias, Amy Cole-Bloom, Josh Jacobs, Katie Alducin, Hanna Toda, Carol Lee, Kelly Hoffman, Josh Thurman, Thanita Adams, Jen Lucky, Deidre Wan, Marisol Rodriguez-Sanchez, Moe Wright, C Harris, Carol Lee, Jennifer Pearce, Frank Rogers, Riley Wilkerson

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

<p>1. Welcome / Introductions (Kim Natarajan)</p>
<p>2. Recruitment Status (Kim)</p> <ul style="list-style-type: none">a. 135 of the 600 volunteers needed have registered, which is 22.5% of the volunteers needed in placeb. The goal is at least 600 registered volunteers by January 8, 2024. 300 of the volunteers are needed for Oakland.c. 14 of the 16 jurisdictional leads are in place. Jurisdictional leads are still needed for Albany and Newark.
<p>3. Pre-Count Project Timeline (Kim)</p> <ul style="list-style-type: none">a. Implementation<ul style="list-style-type: none">i. Majority of Jurisdictional leads in placeii. Jurisdictional leads meeting weekly every Wednesday at 1pm PST, starting on November 29th and continuing through January 25th. At the weekly meetings, jurisdictional leads will work with Simtech on logistics and volunteer recruitment, as well as receiving training on technology and the process.b. Volunteer Recruitment<ul style="list-style-type: none">i. Recruitment has started and will continue through January 8th, when jurisdictional leads training begins.ii. The goal is at least 600 volunteers, with 300 of those in Oaklandc. Volunteer Training<ul style="list-style-type: none">i. Workgroup has been established to develop training materials. The first session is on December 7th. Three sessions will be held.ii. Jurisdictional leads training will begin on January 8th.iii. General volunteer training will begin on January 9th and continue through January 24th.d. Methods<ul style="list-style-type: none">i. Today, the PIT Planning Team will receive an overview on methodology.

sample of data was extrapolated broadly across observed count, county-wide.

ii. 2024 Methodology

1. In 2024, the PIT Count will use geographic sampling and enumeration, which focuses on completing as many full surveys as possible and uses known locations to strategically target which areas receive volunteers.
2. This method limits the use of extrapolated data to areas without known locations, where few homeless people are expected to be encountered, and uses nearby census tracts survey data as the base.

c. Geographic Sampling and Enumeration

- i. Core elements of success are: volunteer recruitment and known location data.
- ii. This information together helps to estimate how accurately we will be able to observe and survey all possible people. We can be more confident in our results when we have the right number of people going to the right locations.
- iii. Location data is used to allocate volunteers to high-probability areas and low-probability areas:
 1. High Probability Areas: Have one or more known locations reported. Volunteers will be sent to that census tract to complete a full survey questionnaire with anyone they encounter. Anyone who refuses a survey will be noted with observation-only survey tool.
 2. Low Probability Areas: These are areas where zero known locations have been reported. A random sample of census tracts will be assigned volunteers to complete a full survey questionnaire with anyone they encounter. Data collected in sampled tracts will be used to extrapolate data for the low probability tracts that are not sampled.
- iv. For those who decline or cannot be surveyed, there is an observation-only survey tool that relies on volunteer guesses for demographic information. Volunteers will be trained in detail on how to do this and must not why the person was unable to be surveyed.
- v. For people inside vehicles or makeshift shelters, there is a formula that is used to estimate the number of people inside here:
<https://pointintime.info/the-tech/additional-features/vehicle-structure-tally/>

d. Questions about Methodology:

- i. Planning Team members asked about the reliability of the data if there is too much extrapolation. Simtech explained that a reliable PIT Count will require a large sample size – which means a lot of volunteers surveying as many people as possible. Some city members would prefer to do a full canvas, which if the city has enough volunteers then they can do. But if there are not enough volunteers to do a full canvas, then extrapolation will be necessary.
- ii. Planning Team members had questions about the 5am start time and what happens if a person is sleeping so they can't be surveyed. Simtech explained that if someone is sleeping, they can still be observed visually and the volunteer can collect the observational data.

But many communities have reported that they have more accurate surveys when they are conducted early in the morning. The surveys will also be conducted within a 5-hour window so surveys will continue throughout the morning until 10am.

- iii. Planning Team members asked about marketing materials. Simtech is currently working on materials for volunteer recruitment, which will be provided to communities.
- iv. Communities are encouraged to provide any current known location data. Planning Team members asked whether past data from 2022 can be used. However, due to the mobility of the homeless population that may no longer be reliable 2 years later. But Simtech will be able to cross check current known location data with 2022 data to see if any sites were potentially missed.
- v. For those who want to know more about sampling and enumeration, there is HUD guidance available here:
<https://files.hudexchange.info/resources/documents/How-to-Use-Sampling-within-a-CoC-to-Conduct-an-Unsheltered-PIT-Count.pdf>

5. Updates to Volunteer Registration Portal (Kim)

- a. Adding to Volunteer Registration:
 - i. Do you need a certificate of completion or documentation of volunteer hours?
 - ii. Are you affiliated with a company, school, or other group participating in the count?
 - iii. Do you speak any language other than English?
- b. Adding to the Known Locations Survey
 - i. Are you aware of a primary language spoken other than English?
- c. PIT Count Planning Team members approved the updates to the volunteer registration portal.

6. Next Steps (Kim)

- a. Special meeting of PIT Planning Team December 12th at 3pm
- b. December 14th Leadership Board meeting 2:30 - 5:00
- c. December 19th PIT Planning Team Meeting 2:30pm
- d. Special meeting of PIT Planning Team January 4th 3:00pm
- e. January 16th PIT Planning Team Meeting 2:30pm
- f. January 25th - Day of the Count

7. Questions and Comments

- a. The Planning Team asked about a Youth Count. Homebase clarified that the Youth Count as a stand alone operates on a different schedule, so it won't be completed on January 25th. For youth who are counted as part of the general PIT Count, we have engaged with youth to get their feedback, especially on the youth addendum survey and general feedback on how we can identify locations for youth. But it hasn't been decided whether there will be a stand alone Youth Count or when that would occur.
- b. PIT Planning Team members asked about redundancies in known locations. Jurisdictional leads will be able to see all marked known locations. But it will

not make a difference on the back end if more than one person identifies the same known location.

- c. PIT Planning Team members had questions about compensation. There will be compensation for people with lived experience who volunteer in the PIT Count, as well as for individuals experiencing homelessness who participate in the survey. It is anticipated that volunteers will be compensated for 4 to 5 hours during the day of the PIT Count. Right now, we are conducting a survey and seeking community input on what the incentives should be. The County will provide the compensation, but the budget has not been finalized. Part of it will depend on known locations, which will provide an estimate on how many people will need to be compensated for completing surveys. Members of the community who have relationships with businesses or other organizations who can provide free resources or donations are encouraged to reach out.
- d. PIT Planning Team members also asked about large providers who were not at the Planning Team Meeting. Simtech and Homebase have been reaching out to large providers, including one-on-one meetings that Simtech has had with large providers about how to sign up and identify known locations. There have been multiple engagements in addition to the Planning Team Meetings, but it would be appreciated if jurisdictional leads and members of the Planning Team could assist in those efforts. If you know of outreach teams supporting people experiencing homelessness in Alameda County, you can add them to the spreadsheet here:

https://docs.google.com/spreadsheets/d/1K5_RRoZ6MBvhGieCipCr0B6_JukLprXjRXpnZuYhXp0/edit#gid=0

8. Adjourn