

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

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

**Present:** Lynette Ward, Alex Baker, Amy Cole-Bloom, Carol Lee, Deidre Wan, Greta Monares, Hanna Toda, Jen Lucky, Josh Jacobs, Martha Elias, Moe Wright, Nic Ming, Oscar Macias, Peirce Macdonald, Shelly Haynes, Stephanie Singleton, Suzanne Campillo, Riley Wilkerson

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

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| <p><b>1. Welcome / Introductions</b></p>  |
| <p><b>2. Pre-Count Timeline Updates (Jackie Gardner)</b></p> <ul style="list-style-type: none"><li>a. Completed Milestones:<ul style="list-style-type: none"><li>i. Approve Volunteer Registration Portal</li><li>ii. Set a Date for the 2024 PIT Count</li><li>iii. Identify Jurisdictional PIT Leads</li></ul></li><li>b. In Progress:<ul style="list-style-type: none"><li>i. Identify Known Locations of People Experiencing Homelessness</li><li>ii. Approve Additional Survey Questions: The Leadership Board did not have quorum to approve the survey questions on December 14, 2023 and so questions will have to be approved at a yet to be scheduled special session of the Leadership Board.</li></ul></li><li>c. Upcoming Milestones Timeline:<ul style="list-style-type: none"><li>i. Finalize Identification of Known Locations to Canvas (12/31/2023)</li><li>ii. Identify Non-HMIS Participating Projects for Sheltered Surveys (1/4/2024)</li><li>iii. Random Sampling Locations Determined (First Week of January)</li><li>iv. Minimum Volunteer Quotas Established (Final Revisions First Week of January)</li><li>v. Volunteer Training Workshop Creating Materials (3 sessions from 12/7/2023 – 1/4/2024)</li></ul></li></ul> |
| <p><b>3. Volunteer and Known Location Totals (Jackie Gardner)</b></p> <ul style="list-style-type: none"><li>a. Volunteer Recruitment Updates:<ul style="list-style-type: none"><li>i. Overall Volunteer Recruitment Progress: 75% Complete</li><li>ii. Only one location, Newark, does not have any volunteers.</li></ul></li><li>b. Known Location Updates:<ul style="list-style-type: none"><li>i. At this time, 1,334 known locations have been identified and we anticipate encountering 3,886 people.</li></ul></li></ul>  |

- ii. 6 of the 16 regions do not have any data yet:
  1. Albany
  2. Emeryville
  3. Newark
  4. Piedmont
  5. Pleasanton
  6. Unincorporated – Rural
- c. Questions and Discussion:
  - i. Attendees noted that the known location survey only allows people to indicate if a location has more than 10 people, but some encampments have significantly more than 10. How will that be factored into planning?
    1. Simtech explained that there is an opportunity for targeted street outreach in the days following the PIT Count, if there are large encampments that are just too big for untrained volunteers to go into.
    2. During the PIT Count, we will need comprehensive coverage of people who tend to move around in encampments, while residents of encampments tend to remain in place unless the encampment is cleared.
    3. We have received guidance from HUD that we are able to go back after the PIT Count and ask people where they were the night of the PIT Count and survey them as if it was that day.
  - ii. Attendees asked about identifying known locations that may span several blocks because individuals tend to move around within that geographic area.
    1. Simtech explained that if the location is identified as a location where people are experiencing homelessness, theoretically then the volunteers will cover that whole census tract.

#### **4. Non-HMIS Participating ES/TH/SH Projects and the PIT Count (Jackie Gardner)**

- a. Simtech provides a sheltered survey option for non-HMIS participating projects for Emergency Shelter (ES)/Transitional Housing (TH)/Supportive Housing (SH) providers.
  - i. The survey mirrors the unsheltered survey (less questions related to unsheltered homelessness)
  - ii. Shelter staff can use a mobile device or a computer to collect the data for people in their project.
    1. If shelter staff are unable or unwilling to conduct surveys, volunteers will need to visit the shelter and conduct surveys.
  - iii. Simtech will need the list of non-HMIS participating ES/TH/SH projects currently operating in the CoC (including address of the project)
  - iv. DV providers should provide aggregate data from their comparable database
  - v. Simtech also provides an aggregation tool for generating aggregate data reports for Domestic Violence Projects who are NOT using a Comparable Database of inclusion in the PIT Submission.

- b. HMIS Participating Projects should have the required data for HDX submission collected at project entry, however there will be no data collected for any community specific custom questions.

#### **5. Next Steps (Jackie Gardner)**

- a. We need more known location data. We are missing data from over one-third of the jurisdictions and need the information provided by December 31, 2023, though we can extend until January 4, 2024 given the holiday.
- b. We need to continue to recruit volunteers.
- c. Volunteer training materials will be finalized on January 4, 2025 and the Train-the-Trainer Session will be on January 8, 2024.
- d. The Last Jurisdictional Leads Meeting before the holidays is tomorrow, December 20, 2023. There will be no office hours on December 25, 2023 or January 1, 2024 nor will there be a jurisdictional leads meeting on December 27, 2023. The next jurisdictional leads meeting will be January 3, 2024.

#### **6. Questions and Discussion**

- a. Attendees asked whether libraries will be participating in the PIT Count.
  - i. Alameda County staff shared that we are working with the Oakland Public Library for volunteers, marketing, and coordination.
  - ii. Simtech added that they would be happy to work with and coordinate with library staff, though there may be challenges if the libraries don't open until after the PIT Count ends because it is so early in the morning.
- b. Attendees asked about the challenges with some jurisdictions not submitting known locations. Because we are focused on known location data, attendees asked whether the Count will be biased towards the locations that have pre-identified and submitted information.
  - i. Simtech shared that there is a new methodology that was reviewed at a previous meeting. The recording the methodology explanation is available here:  
<https://www.youtube.com/watch?v=10wjOMPQ0mE&list=PLVogEzc6iZww-Olq-R6G2Wdyacy04QtK5>
- c. Attendees asked about safe parking sites.
  - i. The PIT Planning Team has reached out to one of the sites about participating in the PIT Count but has not received a response. Safe parking sites have not previously been included in shelter counts.
  - ii. Simtech explained that we can set up a safe parking site as their own project and wrap them into the unsheltered count. Under HUD guidance, a safe parking site would be an unsheltered site and not a sheltered site. But we could potentially desegregate that safe parking site data later.
- d. Attendees asked about hospitality stations for the volunteers, which can provide access to bathrooms, parking, water, etc.
  - i. This will be done on a jurisdictional basis, with each jurisdictional lead in charge of identifying the deployment site for volunteers as well as any hospitality stations.

- e. Attendees have requested that PIT Count materials be shared with all members of the PIT Planning Team to share with providers, for example Victim Service Providers (VSPs).

**7. Questions and Comments**

- a. Alameda County Specific Website for Volunteer Resources:  
<https://pointintime.info/volunteer/alameda-county-point-in-time/>
- b. Alameda County Specific Website for Jurisdiction Lead Resources:  
<https://pointintime.info/volunteer/alameda-county-jurisdictional-leads/>
- c. Customizable Marketing Materials: <https://pointintime.info/support/simtech-resources/marketing-pack-for-your-pit-volunteer-registration/>
- d. Frequently Asked Questions for Count Leads:  
<https://pointintime.info/support/point-in-time-count-faqs/>
- e. Frequently Asked Questions for Surveyors:  
<https://pointintime.info/support/support-faqs-for-surveyors/>
- f. Resources from HUD about the Point-In-Time Count:  
<https://www.hudexchange.info/programs/hdx/pit-hic/>

**8. Adjourn**