



HPAC TECHNICAL SUBCOMMITTEE MEETING MINUTES

Thursday, October 25th, 2018, 9:00-11:00am
500 Jefferson Blvd, West Sacramento
Building A, River City Room

Agenda Items:	Time:
1. Meeting Attendees-	9:00-9:05
<ul style="list-style-type: none">• Alysa Meyer, Legal Services of Northern California• Amber Whitaker, City of West Sacramento• Dan Sokolow, City of Woodland• Emily Meza, Yolo County Health and Human Services Agency• Ian Evans, Yolo County Health and Human Services Agency• James McLeod, Yolo Community Care Continuum• Kim Heuvelhorst, Yolo County Health and Human Services Agency• Martha Teeter, Davis Opportunity Village• Nadia Waggener, Yolo County Health and Human Services Agency• Ryan Collins, City of Davis	
2. 2019 Priorities for Technical Subcommittee	9:05-9:15
<ul style="list-style-type: none">• These will remain similar to the priorities from 2018 because many of the items are still in progress.<ul style="list-style-type: none">○ Coordinated Entry-HUD requires certain plans that are still in progress○ Case Conferencing Process-Still in progress○ Prevention and Diversion Checklist-completed• Emily proposed to continue meeting on a monthly basis in order to continue progress towards these and other priorities.• Subcommittee is asked to consider any other priorities for 2019 and to submit those to Emily before or at the next meeting.• Action Item: Emily will compile a list of the priorities mentioned during today's meeting and will send those to the group.	
3. 2019 Point-in-Time (PIT) Count Planning	9:15-10:30
<ul style="list-style-type: none">• The PIT count is a HUD required activity where each CoC counts the number of unsheltered and/or sheltered individuals experiencing homelessness in their community on a particular night in January. A survey is completed with individuals to gather this information. During the even years, only the sheltered population is counted, while during the odd years, both the unsheltered and sheltered population is counted.• The data from the PIT count is used by HUD to define the nature and extent of homelessness as well as to measure progress towards ending homelessness.• The four current members of the HHS Homeless Services Team were not involved in the Yolo County 2017 PIT, but have been reviewing the documentation of past	



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PIT counts. The 2017 PIT Count Overview, Survey and Planning Structure documents were shared with the subcommittee for review and discussion.

- **Planning Committee Structure**
 - Count Coordinator-Ian Evans
 - Training and Communications Subcommittee-Homeless Services Team
 - Community Leads-There was discussion and general agreement that the community leads would consist of the Homeless Coordinators for the city partnered with a non-profit that is established in the community.
 - Davis-Ryan Collins and Bill Pride (DCMH)
 - West Sacramento-Mark Sawyer and Erin McEwen (YCCA)
 - Woodland-Kristen Cline and Amara Pickens (4th and Hope)
 - Winters/Esparto-Tico Zendejas (RISE) or his designee
 - Rural (Yolo/Zamora/Knights Landing/Dunnigan-Alysa Meyer (LSNC)
- **Survey design**-The 2017 survey was reviewed and discussed
 - There were some concerns expressed about the sensitive nature of some questions (i.e. Domestic Violence). There was a suggestion to group the sensitive questions at the end of the survey (when perhaps a rapport may have been developed) and preface that section with “Now we are going to ask some really sensitive questions and you don’t need to answer any that you are not comfortable answering”.
 - There was discussion around adding some options to #17 (i.e. legal assistance, benefit application assistance etc.). Also, suggestion to rename ‘Behavioral Health’ to ‘Mental Health’ since ‘Substance Use Disorder’ is already listed.
 - There was a suggestion to add contact information below #17 if the individual requests any assistance.
 - There was a suggestion to change wording used for gender question #12 to something more open ended such as ‘What gender do you identify as?’ OR to have volunteers ask the question this way and then select the appropriate option on the survey. Changes can be made, but there will need to be consistency on how each option reported using HUD’s standardized options.
 - There was a suggestion to change wording on #4 (What brought you to Yolo County?) to add ‘Check all that apply”
- **Field count/survey strategy**
 - Previously a survey has been completed for every individual counted. Some larger counties only complete a survey on a random sample of the individuals counted (i.e. every 10th person). However, our homeless



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population is relatively small and a sample would not be large enough to be representative. Additionally, completing a survey for every individual counted provides more detailed and robust information about our homeless individuals.

- There was a concern that the volunteers would not feel equipped to respond to needs that might arise from sensitive questions. Suggestion was that team leads or volunteer leads would be nearby and available to assist as needed.
- There was a concern that volunteers would not be equipped to respond to requests for assistance if requested in #17. Suggestion to route any requests for assistance to the Homeless Coordinator for each city to follow up with connecting the individuals to service providers.
- There was a suggestion to leave a resource card with each person who completes a survey. Ryan has one developed for Davis. Many of the resources are county-wide.
- **Action Item:** Ryan will share the resource card template so that other communities can customize it as needed for their local resources.
- **Volunteers**-Interested community members, non-profit staff, students etc. are welcome to volunteer for the PIT count. The group anticipated approximately 40 volunteers would participate.
 - For volunteer recruitment, a short survey monkey poll could be used to gather volunteer contact information and date/location availability. Team leads would be responsible for volunteer recruitment, but the call for volunteers with the survey link could be shared out to HPAC and forwarded by members. The survey would provide a central depository for the volunteer information.
 - There was a desire expressed for standardized training for all volunteers. Suggestion was to make the training mandatory, schedule the training on a workday evening (not Friday), within a week or two prior to the count and to provide food. Ryan shared that he may be able to obtain some funding for this event.
 - The training content was discussed and suggested content included:
 - History of homelessness
 - Purpose of the PIT count
 - Explanation and discussion of the survey questions
 - Role playing exercises
 - Community specific breakout sessions
- **Future meetings**



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- The group discussed the need for future meetings to occur in November (1), December (1) and January (2)
- The following topics were identified for future meetings: Survey Design, Training Design, Volunteer Recruitment (Survey Monkey Poll Design)
- Wednesday was tentatively identified as a meeting day that would not conflict with the Homeless Coordinator's 'Office Hours' events and regular days off.
- **Action Item:** Emily will reach out to the identified team leads to confirm their willingness to serve as team lead.
- **Action Item:** Emily will send the team leads a Doodle Poll to determine best date/time for next meeting.
- **Action Item:** Emily will send an email to HPAC with a call for volunteers to serve on the PIT Count Subcommittee once the next meeting date/time is known.

4. Community Queue Development

10:30-10:50

- Emily and Kim met with Lindsay Moss, our HMIS administrator at Sacramento Steps Forward regarding the implementation of the Community Queue in Yolo.
- The Community Queue list can be used to identify potential residents at case conference meetings.
- Lindsay has developed a 'By Name' list for Sacramento County that considers other elements in HMIS and provides additional details. She is willing to develop this for Yolo as well and further customize it as needed. This list can be used in conjunction with the Community Queue list as an additional resource for case conference meetings.
- All HMIS users are asked to attend the Community Queue training scheduled for Wednesday, November 7th from 1:00 to 3:00 PM at Yolo County HHSA Gonzalez Building (Madison Computer Lab).
- The training will provide standardized instructions for using HMIS related to the Community Queue and the 'By Name' list.

5. Closing and Next Steps

10:50-11:00