

Point-In-Time Committee Meeting Minutes

December 16, 2019
Briarpatch Youth Services

Attending: Dr. Henderson, Sarah Allee-Jatta, Elizabeth Hendrickson, Lauren Ward, Briana Hutton, Sherri Sims, Robin Sereno, Sarah Lim, Francesca Atkinson

1. Introductions
2. Select note taker -- Sarah Lim
3. Approve Committee Chair(s)

Dr. Henderson was approved to be the committee chair.

4. Debrief last PIT unsheltered count
5. Discuss ideas to improve this year's PIT unsheltered count and assign tasks
 1. Volunteer registration --no changes suggested
 2. Training
 - Continue Narcan training
 - Allow team leads to train their team volunteers, unless the team lead is a first time volunteer (team lead discretion). Sarah will send out an email on PIT day to team lead to confirm volunteer training is all done.
 - PIT Start time review-- 10pm start time was set because of the shelter closedown time. Now that the shelter closes at 9pm, teams can start at 9pm. Decided on central and campus starting at 10pm campus and other teams starting at 9pm
 - For those who were sleeping and PIT volunteers didn't get to ask questions, PIT teams will leave a bag (e.g. socks, handwarmers) with outreach items and a note "Sorry we missed you, PIT team stopped by" with information about post count locations.
 - Post counters will ask "did a PIT team stop by you, you see a bag they left?"
 - Elizabeth will coordinate to make 80 bags.
 - Sarah will work on redrawing team boundaries as new teams have been created over the past couple years.
 5. Post Count
 - Need to have clear instruction to volunteers to clarify the location, not interview location, location where they slept.

6. Review and approve an updated PIT survey form

The Committee reviewed the draft and approved it with the following changes:

- Instead of “specific location”, “sleeping location on PIT night” to avoid confusion.
- Add “DK/REF” option for the #8 gender question.
- Additional question #2, ask for two biggest reasons instead of one biggest reason that people are not using the emergency shelter.

7. Review the last PIT known location contact list for updates

- Police departments – MPD, Sun Prairie, Verona, Middleton, Monona, DeForest, Stoughton, Fitchburg, McFarland, Oregon
- Parks
- Madison libraries
- Dane County JFF
- Dane county homeless services partners outside of Madison - Shelter from the Storm, Sunshine Place, START, etc.

Need to add

- Other police - Waunakee, Cottage Grove, Cross Plains, Mount Horeb, Mazomanie, Marshall, etc.
 - MMSD and other school districts for PIT + youth count
 - Senior centers
 - Public health
 - HSC
- Next Meeting: January 7, 2020 1:30pm- 3:30pm at United Way of Dane County.