

# Point-in-Time Count Committee Minutes

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## Date and Time

Monday, March 21<sup>st</sup> 2011 2:00PM-3:00PM

## Location

Granite United Way, 22 Concord Street, Manchester, NH 03101

## Attendees

Cathy Kuhn	Kyle Beaulieu	Nina Foucheux	Susan Howland
David Carroll	Mark Stokes	Shane Fisher	

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## Introductions

### Purpose of the Second Count

- The committee discussed the purpose of organizing a second PIT count for the city of Manchester.
- It was generally agreed that the purpose of the June count would be to compare January and June data in the belief that there would be a large disparity between the two points in time in Manchester's homeless population.
- It was briefly discussed that the second count could be used to try a different methodology.
  - However, the committee quickly came to the agreement that the purpose of the second 2011 count would be to compare data to the January count by employing the same methodology that was used in January.

### Finalizing Data and Time of the Count

- The committee agreed that the second count would be held on Wednesday, June 29, 2011 from 2am to 7am.
  - The other date discussed was Wednesday, June 15, but the group decided 6/29 would be best in terms of accommodating Manchester public school summer vacation.

### Reviewing the Timeline

- The committee reviewed the timeline of activities for rolling out the second PIT count. –
- The major change that was made was in regards to the training for service providers on how to use the survey instrument and the purpose of doing a second PIT count.
- The group decided that Nina Foucheux of Granite United Way would meet with service providers individually at each location to offer a brief training.
- A supplemental PowerPoint will be created for supervisors of programs to use as they wish in their programs.
- Foucheux will schedule these trainings for the first week in June.
- The idea of creating a Webinar was suggested by Kyle, as this would be a training tool that could be archived for future purposes.
- There was concern among the group that this tool could be very time consuming yet not widely utilized. This will be researched further to identify the time commitment it would require.
- The committee agreed that the gathering area for the night of the June PIT count would be the Homeless Service Center rather than at Granite United Way due to the size of the space.

## Reviewing the Timeline

- Shane Fisher agreed that by our next committee meeting (April 26) he would identify additional search areas to expand the PIT count's coverage of the city.
- A projector and computer will be used in the next committee meeting to physically identify said areas.
- Dave Carroll agreed to reach out to two homeless community members to see if they would be interested in assisting the committee in the second PIT count.
- If the individuals agree to participate, they will be invited to the April 26 committee meeting and the location will be changed to the Homeless Service Center.
- The group agreed that the volunteer teams would be smaller than they were during the January count.
- Specifically, there will be no more than four individuals per volunteer team, including the outreach worker/ team leader.
- The committee discussed the route volunteer teams should take in covering the city.
- Concerns were raised regarding an increase in “bar-crowds” on a Wednesday night in June and what threats to safety and accuracy of numbers this may have.
- It was suggested that the groups start on the city-outskirts and move their way inward to avoid run-ins with potential bar-crowds.
- This concern will be discussed/addressed further in our next committee meeting.
- Additional suggestions for activities that increase the accuracy of data were:
  - To have additional locations for volunteer teams to explore once they finished in assigned search areas and would like to continue.
  - To hand out second locations to volunteer teams after they have finished their first search area and come back to headquarters.
  - Volunteer teams should all come back to headquarters at a specific time during the five-hour PIT count to debrief and check in as one large group; this idea was vetoed by the majority of committee members due to the fact that individuals and volunteer teams have different needs and should not be encouraged to rush in order to meet time constraints.

## Role of Awareness

- The committee discussed wanting to emphasize awareness of the problem, particularly after the June count has been completed and potential discrepancies identified.
- Susan Howland suggested the committee contact Jeff Eisenberg, president of EVR Advertising; Eisenberg participated in the January count and is familiar with the continuum's efforts.
- Kyle discussed involving the Continuum's Community Awareness Committee as well.

## Next Meeting

- Tuesday, April 26, 2011 at 2pm.
- The meeting will be held at the Homeless Service Center if homeless community members agree to participate.
  - If not, the meeting will be held at Granite United Way.

## Minutes Prepared By

Nina Foucheux, Intern  
Granite United Way