

# Data Collection Committee Minutes

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## Date and Time

Thursday, April 17th, 2014 11:00AM-12:00PM

## Location

434 Lake Ave. 4<sup>th</sup> Floor

## Attendees

Cathy Kuhn	Erik Wirkkala	Erin Kelly	Jean Melvin	Kyle Beaulieu
Mark Stokes	Mary Sliney	Rich Doyle	Susan Howland	

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## Past Minutes Approved

### PIT/HIC Data Verification

- Copies of our most current HIC datasheets were distributed so that members of agencies surveyed could review the data and be sure everything was accurate
  - There was some question about The Way Home’s Rapid Re-Housing programs
  - Their ESG program, it was determined, would not be appropriate to count on our HIC
  - We would have a review HIC guidance about their Steps to Success program, to, as the project had not actually begun providing rental assistance as of 1/29
    - The guidance confirmed that Steps to Success should not be included in the HIC, as Rapid Re-Housing beds should only be counted if there are clients receiving assistance for those “beds” at the time of the count (4/18)
  - Mary would also conform data for Hanover Hall program, as there was some question about the data provided for those beds, as well
    - Mary followed up after the meeting and Hanover Hall data is now accurate (4/18)
- We also reviewed PIT data
  - The number of persons in TH beds increased, as the overall number of TH beds increased
  - Unsheltered number went down since last year
  - Additionally, the doubled-up number decreased significantly since last year
    - There were several possible explanations for this, but we do not report doubled-up numbers to HUD

### Unmet Need

- Kyle distributed current percentages for Unmet Need and explained the process for determining these
  - First, we must determine, based on PIT and HIC data, how many units and beds we have for each housing type (PSH, TH and ES)
  - How many sheltered and unsheltered persons/families there are in the city, and in which types of housing they currently reside
  - Estimate what percentage of each type of housing each person/family would need, ideally
  - Subtract the number of units or beds of each housing type from the total number of individuals or families who need each, to determine our deficit – how many units of each housing type we need to meet the needs of everyone in the community
- We only need to report the final, estimated number of additional beds needed in HDX



**The next Data Collection meeting will be Thursday, March 20<sup>th</sup>, 2014 at 11:00 a.m.**

**Minutes prepared Erik Wirkkala AmeriCorps VISTA - MCoC Coordinator**