

Mid-Willamette Valley Homeless Alliance

PIT Count Workgroup Meeting

December 21, 2022

Minutes

Workgroup Members In attendance:

Commissioner Danielle Bethell (co-chair), Councilor Shannon Corr (co-chair), , Matt Herbert, Amber Kramer, Sara Webb

Guests: Karina Griffith, Tricia Frizzell, Jennifer Fullerton, Dawn Lehman, Lexi Meyer, Sara Quick, Christina Sommer, Kelly Walther

Staff Consultant: Lisa Trauernicht

1. **Call Meeting to Order and Approval of Meeting Minutes**

Co-chair Shannon Corr called the meeting to order at 1:09 pm.

Workgroup members had an opportunity to review and discuss the 11/22/22 meeting minutes. Shannon Corr moved approval of the meeting minutes.

Seconded by Danielle Bethell. Minutes approved as presented.

2. **Lisa Trauernicht gave a brief progress report on PIT Count planning.**

Established PIT Count stationary site locations

<u>Marion County</u>	<u>Polk County</u>	<u>Salem</u>
<ul style="list-style-type: none">• Idanha Community Food Bank• Santiam Outreach Community Center• Sheltering Silverton• Stayton Community Center	<ul style="list-style-type: none">• Dallas Community Connect with transportation from all cities	<ul style="list-style-type: none">• ARCHES• HOAP• HOME• HOST

Key volunteers are still being recruited and there are a couple of areas that need locations for volunteers to gather to collect supplies and get work assignments.

3. **Budget Discussion**

- There was discussion about the PIT Count budget, items being collected for distribution during the Count, and the overall budget.
- The Polk County Connect event is working on a zero budget and support was requested to help cover costs.
- It was requested that we review the budget in order to determine how to provide stipends for youth participating in the Count (being surveyed). An option to consider is providing gift cards to youth completing the survey.

4. Supplies for PIT Count Locations

It was requested that a request form be developed to distribute to stationary sites and key volunteers for requesting items and food supplies for the Count at each location.

Logistics for getting supplies to the different locations is still to be determined. Key volunteers have been asked to pick up the supplies at United Way as part of their volunteer duties.

5. Upcoming Meetings

- Friday, December 30 at 11:30 am to discuss PIT Count Survey
- Thursday, January 5, 2023, at 3:00 to finalize PIT Count questions.

6. Meeting Adjourned at 2:00 pm.

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Mid-Willamette Valley Homeless Alliance

PIT Count Workgroup Meeting

December 30, 2022

Minutes

Workgroup Members In attendance:

Commissioner Danielle Bethell (co-chair), Councilor Shannon Corr (co-chair), , Matt Herbert, Amber Kramer, Sara Webb

Guests: Ali Swanson, Doug Odell, Elaine Lozier, Kelly Walther, Itzel Gonzalez, Jayne Downing, Keith Kimberlin, Marianne Bradshaw, Ryan Pollard, Sarah Smith, Yanira Herrera,

Staff Consultant: Lisa Trauernicht

1. Call Meeting to Order and Approval of Meeting Minutes

Commissioner Danielle Bethell called the meeting to order at 11:35 am. Workgroup members had an opportunity to review and discuss the 12/21/22 meeting minutes. Shannon Corr moved approval of the meeting minutes. Seconded by Amber Kramer. Minutes approved as presented.

2. Budget Discussion

- There was discussion about the PIT Count budget, items being collected for distribution during the Count, and the overall budget.
- PIT Count Workgroup members want to review and provide input on all grant applications.
- A budget with side-by-side view of income and expected expenses was requested to help determine if needs are being accommodated and to help with the continuity plan going forward.
- There was discussion on providing stipends from youth volunteering to help with the PIT Count. The workgroup unanimously voted to set aside \$1,000 to cover youth stipends for the PIT Count. Youth must volunteer with an adult volunteer to conduct the Count.
 - It was suggested that this be a pilot program, with each youth serving organization given a certain amount of money to cover stipends, and the organization can choose appropriate youth to participate as volunteers.
 - Church at the Park is partnering with Youth Era and will be onsite at the Salem Drop location to conduct the Count.
 - The planning group for the youth PIT Count meets 1.5.23 – this will be discussed with that group to determine the best practice for handling stipends.

- Discussion on donation request forms for supplies and food items.
 - Polk County has requested funds to cover costs for haircuts, coffee, and food. Donations through the Marion Polk Food Share may cover the cost of the requested food items.
 - Donation forms for supplies and food will go out to each stationary site representative and key volunteers at gathering locations so they can request supply and food items for their location.
 - The Counting Us dashboard from last year can give the group an idea of where the most supplies are needed based on where people tend to congregate.
 - Organizations hosting stationary site PIT Count events can request funds to cover their events, however, funding may not be available to cover all event costs.
 - The workgroup would like to put steps in place to manage the budget going forward so that costs are covered as needed.

4. **Next meeting** – the workgroup will meet Thursday, January 5, 2023, at 3:00 pm to discuss and finalize PIT Count questions. Lisa will send the questions with comparison of Polk County's supplemental questions to the workgroup for review and discussion.

6. **Meeting Adjourned at 12:44 pm.**