



## Butte Countywide Homeless Continuum of Care

### Point in Time Committee

Tuesday, August 4, 2020

3:00 P.M. to 4:00 P.M.

Butte County Employment and Social Services

Zoom Virtual Meeting

#### COMMITTEE MEMBERS PRESENT:

Benson, Community Member  
Briana Harvey-Butterfield, DESS HH  
Dawn Blackhorse, Butte College  
Elisa Rawlinson, DESS HH  
Emily Bateman, Youth for Change  
Erica Amaya, VRC  
Jay Coughlin, DESS HH  
Laura Cootsona, Jesus Center  
Marie Demers, City of Chico  
Melissa Frohip, VRC  
Sarah Frohock, BCDBH  
Staci Parisi, DESS HH  
Suzi Kochems, City of Chico

#### COMMITTEE MEMBERS ABSENT:

Audrea Badial, VRC  
Don Taylor, DESS HH  
Jennifer Zellers, VRC  
Joe Picard, Chico State Basic Needs  
Joy Amaro, True North  
Lisa Currier, CCAT  
MaryJo Alonzo, City of Chico  
Meagan Meloy, BCOE School Ties  
Scott Walker, Caminar  
Shelly Watson, Jesus Center  
Tami Ritter, Board of Supervisors

#### RECORDING:

LuAnn Peitz, DESS HH Intern

#### ORDER OF BUSINESS:

- 1. CALL TO ORDER:** The meeting was called to order by Briana Harvey-Butterfield at 3:02 P.M. and she facilitated the meeting.
- 2. INTRODUCTIONS:** All PIT Committee Members in attendance introduced themselves.
- 3. DESIGNATE COMMITTEE FIRST AND SECOND CHAIRPERSONS:** Briana Harvey-Butterfield volunteered to be the First Chairperson. Suzi Kochems shared that she is very busy, but has chaired multiple PIT Counts and would be interested in being the Second Chairperson.
- 4. PIT COMMITTEE REPRESENTATION:** Briana Harvey-Butterfield shared a list of agencies that the HHOME team is attempting to reach out to partner with. She asked the committee members if they had any contacts they could reach out to. Laura Cootsona recommended the Chico Noon Rotary and other service clubs be added to this list. Marie Demers has recommended that the PIT Committee core group stay small and we should reach out to other agencies for participation the day of the PIT Count. Suzi

Kochems supported this recommendation. Briana Harvey-Butterfield reiterated that she wants the community to know the PIT is coming and we need volunteers. Marie Demers suggested volunteers from CSU, Chico give input on the survey to make sure it is a good instrument.

5. **ANNOUNCEMENTS:** Briana Harvey-Butterfield asked if there were any announcements at this time. Laura Cootsona shared that she didn't have an announcement but asked how we will conduct the PIT Count during the pandemic and a restricted environment. Suzi Kochems shared that HUD is designing COVID-19 guidance for the PIT Count. Briana Harvey-Butterfield shared that the HHOME team has put some thought into how to respond to the COVID pandemic and we will have to work through the process.
6. **REVIEW EMAILED MATERIALS:** LuAnn Peitz reviewed the PIT Count Methodology Guide, PIT Count Planning Worksheet, 2021 PIT Calendar Details, and the 2021 Point In Time Count Calendar Summary.
7. **SIMTECH SOLUTIONS CONTRACT:** Briana Harvey-Butterfield shared that the HHOME team will contract with Simtech Solutions for the mobile app to be used for the PIT Count. Marie Demers shared that we may have had too many questions on the survey and there were glitches in the program last time it was used. Laura Cootsona shared that the community at large was concerned about the questions that were being asked in the survey and having a professional check over the survey for best practices could be beneficial. Marie Demers shared that there were components to the survey that were set in stone, then there were questions we could make on our own. Marie Demers shared that she contacted Verizon Wireless and they gave them all the tablets to be used the day of the PIT Count and offered to contact Verizon Wireless. Briana Harvey-Butterfield shared that we haven't submitted the contract to Simtech, yet and we are still open to suggestions
8. **SUBCOMMITTEES:** Briana Harvey-Butterfield shared a document showing ideas for Subcommittees for the PIT Count. Marie Demers shared that the same survey has never been used twice and changing the survey is a big task and should be done by professionals. Sarah Frohock stated in the past the PIT count has been divided up by geographical area with an assigned lead who is in charge of everything having to do with that area. Briana Harvey-Butterfield stated that the day of the PIT Count there will be team leads but we as a team will be taking a county wide approach to coordinate the PIT. Marie Demers suggested leaving the questions how they are to get better longitudinal data. Briana Harvey-Butterfield suggested a pilot be done like at the last PIT Count. Sarah Frohock shared the pilot was because they switched to an electronic survey but we could use it to set a template for how we will respond to COVID-19. Laura Cootsona suggested if a pilot is done it may burn out the population we are surveying. Benson shared some ideas for questions on the survey. Suzi Kochems shared the more people you have involved in planning the PIT Count, the messier it gets and having a small group of people especially to review the survey questions may be better. Also, we should only ask the amount of questions required by HUD and questions that fulfill the need of our CoC. Benson shared that his experience was that people really enjoyed filling out the survey. Marie Demers shared that there was a questions committee and when the PIT Count got closer team leads took over outreach, volunteers, and coordination for their region. Briana Harvey-Butterfield suggested meshing together the last PIT Count protocols with some new protocols for this count. Laura Cootsona stated each subject doesn't

necessarily need to be its own subcommittee but as a whole we brainstorm ideas and branch out from there. Also, if there needs to be subcommittees we could break out into groups and report back. Briana Harvey-Butterfield shared that she will send the 2019 and 2017 survey questions to the group for review. Briana Harvey-Butterfield shared that we will bring the PIT Count date (January 27<sup>th</sup>), methodology and the survey to the CoC for approval. Suzi Kochems offered to share past experiences and documents with HHOME team.

- 9. NEXT MEETING:** Tuesday, September 1, 2020; 3:00 – 4:00 p.m.  
Butte County Department of Employment and Social Services, Virtual Meeting via Zoom
- 10. ADJOURNMENT:** The meeting was adjourned at 4:01 P.M.