



## Butte Countywide Homeless Continuum of Care

**Point in Time Committee**  
**Thursday, November 5<sup>th</sup> 2020**  
**3:00 P.M. to 4:00 P.M.**  
**Butte County Employment and Social Services**  
**Zoom Virtual Meeting**

**COMMITTEE MEMBERS PRESENT:**

Briana Harvey-Butterfield, DESS HH  
Elisa Rawlinson, DESS HH  
Erica Amaya, Nations Finest  
Jay Coughlin, DESS HH  
Keesha Hills, OSCIA  
Luann Manss, COAST  
Marie Demers, City of Chico  
MaryJo Alonzo, City of Chico  
Sarah Frohock, BCDBH  
Shelly Forbes, Nations Finest  
Sherisse Allen, Housing Tools  
Staci Parisi, DESS HH  
Suzi Kochems, City of Chico

**COMMITTEE MEMBERS ABSENT:**

Benson, Community Member  
Dawn Blackhorse, Butte College  
Don Taylor, DESS HH  
Emily Bateman, Youth for Change  
Joy Amaro, True North  
Laura Cootsona, Jesus Center  
Lisa Currier, CCAT  
Melissa Frohip, Nation's Finest  
Meagan Meloy, BCOE School Ties  
Pahua Thao, DESS HH  
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 3:04 P.M. and she facilitated the meeting.
- 2. INTRODUCTIONS:** All PIT Committee Members added their name to the CHAT Box to identify and introduce themselves.
- 3. APPROVAL OF MINUTES from October 6<sup>th</sup>, 2020:** A motion to approve the minutes as is made by Marie Demers and seconded by MaryJo Alonzo. Motion was approved.
- 4. ANNOUNCEMENTS:** Briana Harvey-Butterfield followed up on the gift cards by explaining that there are no fees or expiration dates on the cards and they will work at all the brand locations. The cards will

be purchased a few weeks before the PIT Count. We will be purchasing 30% more, a total of 1600, and will have 2000 available. Housing Tools will be purchasing these gift cards.

5. **FINALIZE SURVEY QUESTIONS:** Briana Harvey-Butterfield shared that the HHOME Team has been working with Housing Tools and Simtech Solutions to clean up the survey questions. Simtech Solutions has already populated HUD questions that we will use for our survey. LuAnn Peitz shared a demo example of what the Counting US application and survey will look like. Suzi Kochems suggested that “today” be removed from a question because we may be conducting the PIT over multiple days. She also suggested giving each participant a sticker for participating. Briana Harvey Butterfield shared that we found a youth questionnaire that could be used in the 2021 PIT Count if the youth subcommittee is interested. Briana Harvey-Butterfield shared that we have reached out to community partners regarding adding a domestic violence question. The committee reviewed survey questions, shared opinions and gave suggestions for changes to the survey. A follow up meeting was scheduled for Tuesday November 10<sup>th</sup> to review survey changes.

**Follow Up on November 10<sup>th</sup>, 2020:** Per committee member’s suggestions questions were changed, added and removed. The changes were to be made and then an email will be sent out with changes. If the committee approves it, it will be included in the CoC packet for approval.

**Update:** The questions were not taken to the CoC Council for approval during the November meeting.

6. **COVID-19 PROTOCOL CHANGES:** LuAnn Peitz stated HUD hadn’t released any guidance yet for COVID-19 protocols for the PIT Count. LuAnn continued that from informative webinars we have attended we are suggesting a few topics for discussion for safety precautions. We will be using a mobile application from Simtech Solutions already which will cut down on the paper transmission of COVID-19. If we congregate we need to make sure we are following all COVID-19 safety precautions. Sherisse Allen suggested congregation areas be places where COVID-19 protocols are being carried out already. Sarah Frohock asked what sites would work? Sherisse Allen stated that before we created an event at different locations like 6th Street Drop In but there were also places of business where people could take the PIT Count. Sherisse Allen suggested looking at each place individually and assembling awnings outside of the businesses. Briana Harvey-Butterfield shared that we are attempting to organize a team to make cold calls from our coordinated entry list. LuAnn Peitz shared that we should be using professionals to conduct the survey to mitigate the spread of COVID-19 and make sure people are properly wearing their PPE. She continues with a methodology change for the amount of days in which the PIT will be conducted as less volunteers are expected. The traditional way which would be over one day using all kinds of volunteers or a new way which would be over multiple days using only professionals. If over multiple days, we could conduct the PIT thoroughly the first day and then follow up with what we missed over the next couple days or separate it out by jurisdiction and just hit areas systematically over a couple of days. Marie Demers suggested reaching out to law enforcement and other county departments to see what would work for them. Marie Demers suggested to send professionals out to the camps early in the morning and then they don’t have to come into some location to congregate. Sherisse Allen shared that most surveys were taken in the early morning and she would suggest sending professionals early in the morning to the camps over multiple days. Briana Harvey

Butterfield shared that she is unsure if we should try to congregate in front of places but would rather focus on people going into the encampments, calling from DESS and having them call into 211. Keesha Hills stated that not congregating would be a good method to use.

7. **IDENTIFY GEOGRAPHIC LEADERS:** Briana Harvey-Butterfield shared that the Hope Center will be the HUB leader in Paradise with Josh Jamison as the lead. In Gridley, Vern Hartmen agreed to be the HUB leader. In Chico, Suzi Kockems and Sarah Frohock are teaming up. In Oroville, Annie Terry with the Oroville Rescue Mission and Keesha Hills with Haven of Hope of Wheels will lead. Keesha Hills stated she will help in any way she can and we can use the southside community center for volunteer training, but we can't use the site for counting due to the preschool.
8. **RECRUITMENT PLAN:** Marie Demers suggested reaching out to retired professionals. Sherisse Allen suggested getting a head count from agencies beforehand to help us be more prepared the day of. Luann Manss suggested reaching out to the Master's Students at CSU, Chico. Briana Harvey Butterfield shared that we will be reaching out to county and nonprofit agencies to see if they have staff who would be willing to assist.
9. **NEXT MEETING:** Tuesday, November 17<sup>th</sup>, 2020; 3pm – 4p.m.  
Butte County Department of Employment and Social Services, Virtual Meeting via Zoom
10. **ADJOURNMENT:** The meeting was adjourned at 4:19 P.M.