

HHSC - Housing Work Group
December 16, 2009 Meeting Summary

Shenandoah Community Health

Present:

Alicia Billy – Telamon	Doug Campbell - Telamon
Meghan Delaney – WVDHHR	Rev. Georgia DuBose – S Jeff. Cnty Ministerial Assn.
Glenda Helman – Community Networks	Robin Kees – Telamon
Jennifer Lyons – Telamon	Pat McMillan – City of Martinsburg
Dian Schubert – Telamon	Renny Smith – Citizen
Nan Stevens – WV Housing Dev. Fund	Dan Van Belleghem – Partnership for Affordable Housing
Teresa Warnick- Family Resource Network	

Point in Time Survey

Background – This is part of a national survey done annually to assess the number of people who are homeless, sheltered and unsheltered. Obtaining accurate data will assist with grant writing, raising public awareness of the problem, finding good solutions to the issue. For more information, check the website of the West Virginia Coalition to End Homelessness, www.wvendhomelessness.org.

The date for this year's survey is 4 PM Jan. 28- 4 PM Jan. 29, 2010.

A proposed list of agencies was distributed to at the meeting. **Members are asked to add to the attached list and send suggested additions to Robin Kees at [Telamon rkees@telamon.org](mailto:rkees@telamon.org).**

Suggested locations to conduct PIT interviews: Libraries, Hospitals, Soup Kitchens, food pantries, Eastern Regional Jail, EastRidge, Healthy Smiles Dental Clinic and the Eastern Panhandle Free Clinic.

Letters will be sent to proposed count sites and agencies and to potential volunteer sources, to raise awareness and encourage full participation. Also suggested: Lions and Lioness' Club, Rotary Clubs.

Follow up phone calls will be made to get commitments from survey locations, agencies and volunteers.

Georgia, Dan and Renny will coordinate the Jefferson county sites and volunteers.
Someone will ask Darcia about identifying someone in Morgan County to coordinate the count there.

It would be good to create a map so that volunteers can be assigned near their homes.

Suggestions for incentives/attractions for homeless persons to participate included: Giving away gloves, other clothing or food. Most are uncomfortable with strangers.
The lead agencies for this activity will be Community Networks, Inc. and Telamon.

Volunteer/Agency Training will be offered. Anna Burns has volunteered to do the training. Pat McMillan will set up times and locations for a daytime and evening training in Berkeley County. There is a desire to do training in Jefferson and Morgan Counties as well. The Potomac Highlands region will be doing a survey for the first time and will be invited to attend our training.

Teresa volunteered to do RSVP phone calls
Glenda will talk to Doug Horner at Shepherd U. about his social work students volunteering
Nan will call Region 8.

Someone needs to call the Veteran's Administration about participating.

Renny will send press releases to the newspaper and Channel 25, Glenda and Pat will contact radio stations. There was a question about duplication of surveys. That will be solved by asking the person if they have been surveyed yet.

Robin will draft the letters and send to Glenda for review – we need a letter for the agencies and one for the volunteers.

Please contact Robin with names, addresses and phone numbers for agencies and potential volunteer sources.

- **Letters will go out on Dec. 28.**
- **Follow-up phone calls will be done on Jan. 5.**
- **Surveys will be collected Feb. 1.**

Anna has volunteered to do the collation, since she is not affiliated with any agency that could stand to benefit from the data.

Teresa volunteered to type up the process. The FRN will keep the data for the Work Group.

Other issues:

There was a discussion of the relationship of the Housing Work Group to the HHSC for the benefit of newer members of the group. The Health and Human Services Collaborative is an umbrella group of service providers, governmental representatives and community members from the three counties of the Eastern Panhandle. It is coordinated by the United Way and the Family Resource Network to encourage collaboration, sharing of information and resources. It meets quarterly.

The HHSC has 6 work groups that meet monthly. They are: Behavioral Health Work Group, Health Work Group, Housing Work Group, Kids in Transition Collaborative, Self Sufficiency Work Group and Vulnerable Populations Work Group.

The Housing Work Group grew out of the Homeless Coalition and is the continuum of care organization for homelessness.

We reviewed the draft **Housing Work Group 2010 Work Plan** which is due to HHSC steering committee by **Jan. 22**. Members are encouraged to review for revision at our next meeting.

- For the collection of local service delivery data, it was suggested that we contact the RRC to see what data they are already collecting.

- For the identification of unmet housing needs it was suggested that we contact housing agencies and low income rental complexes and find out how many are on their waiting lists, and update current subsidized housing units list.

- The Point in Time Survey should help us with this goal.

- Telamon will investigate resources to take over the Tenant Education course. They are willing to lead this effort if they can find sufficient financial resources.

Please contact Robin Kees at Telamon if you have resource suggestions.

- Telamon is planning to have another **Home Repair Work camp in 2011** and will take the lead for this goal.

The Dinner and Movie night were both successful and thank you letters were sent out early in Dec. The Berkeley County event total netted was \$2,870, and was distributed to the designated agencies. The Jefferson County event netted \$275 which was given to Community Networks, Inc. We don't have a report from Morgan County at this time, but know it was their third year holding the empty bowls event, which also featured a movie this year.

NEXT MEETING DATE: 11:30 AM January 13, 2010, location TBD. Finalize PIT preparations and 2010 Work Plan.

Point in Time Survey Process-2010

DATE: January 28 – 29, 2010

1. Identify planning group and specific roles
 - a. **Volunteer Coordinator** – coordinating people to go to designated sites to survey
 - b. **Press relations**- Renny Smith (newspapers & TV), Glenda & Pat for radio
 - c. **Site coordinator** - secure agreement to conduct PIT surveys on site with clients
 - d. **Survey pickup and collation** – Teresa & Anna Burns
2. Finalize survey format – using survey provided through WV Coalition to End Homelessness
3. **Identify contact person for every agency** and potential volunteer source for letter/phone call - **Robin**
4. **Set up training site for volunteers/agencies.** Pat.– Anna Burns is doing the training
5. Look at map to determine locations for interviews for sheltered and unsheltered.
6. **Contact participating agencies via letter/ phone call** – Robin & Glenda, Teresa will do some phone calls
 - a. **Get permission to survey participants at their location**, try to get volunteers from their agency to do interviews or seek permission for them to host outside volunteers.
 - b. Provide a copy of the survey and instructions on completing the survey and tips on doing interviews such as take time to talk to the participant rather than giving them the form.
 - c. Provide information about training.
7. **Contact potential volunteer agencies via letter/phone call - Robin**
 - a. Provide information about the event, volunteer job descriptions, date, locations and available shift times, training dates, times, locations.
 - b. Provide a copy of the survey and instructions on completing the survey and tips on doing interviews such as take time to talk to the participant rather than giving them the form.
 - c. Provide information about training.
 - d. Secure sufficient volunteers to cover locations – work with volunteers to find locations near to their homes.
8. **Create press releases/articles** – send to newspaper, radio stations, Channel 25 – Renny, Glenda & Pat
9. **Train volunteers** – Anna will do training
10. **Assign volunteers to locations** – **Volunteer Coordinator (to be named!!)**
11. Identify volunteers to **pick up completed surveys** – Teresa
12. Reminder calls to volunteers
13. Implement plan - Everyone
14. Pick up surveys from all locations, return to collating group – Teresa will coordinate
15. **Collate surveys, save data for local use**, send to local Housing Work Group, forward to West Virginia Coalition to End Homelessness - Anna, other members
16. **Hold evaluation meeting**, share information, evaluate and tweak process, begin planning for next year.