San Bernardino County
2013 Point-in-Time Homeless Count and Subpopulation Survey

October xx, 2012
Time
Location

Key Person Team Meeting

SAMPLE AGENDA

- **Welcome and Introductions**
- **Project Overview**
- **Establishing Our Key Person Team**
    - **Who's been invited / Who's missing?**
    - **Team Captain(s)**
- **Distinguishing Implementation Areas in our Community**
- **Identifying Places Where Homeless People Live/Spend Time**
- **Identifying Places Where Homeless People Receive Services**
- **Volunteer Outreach / Community Awareness**
- **Day-of-Count, January 24th, 2013**
    - **Deployment Center**
    - **Count giveaways**
- **Project Timeframe**
- **Tasks/Assignments**
- **Questions for OHS / Urban Initiatives**
- **Next Meeting**

Guidance on Conducting First Key Person Team Meeting

SAMPLE AGENDA

- **Welcome and Introductions**

- **Project Overview**
  Distribute "Frequently Asked Questions" and "Organizing the Count in Your Community". Briefly review the project scope and organizing tasks. Also encourage people to go to www.SanBernardinoCountyHomelessCounts.com for more project information.

- **Establishing Our Key Person Team**
  - **Who's been invited / Who's missing?** Using the Key Person Team Member table as a guide, review who has been identified to serve on your team (it is not expected that each community will have representatives in each category). After reviewing who has been identified, invite the attendees to identify any additional key persons that have not been identified.
  - **Team Captain(s) –** Ask if any of the attendees would be willing to serve as Co-Captain (chair) and help with coordinating/facilitating your Team. At least one person will need to represent your Team at the monthly Regional Meetings.

- **Distinguishing Implementation Areas in our Community**
  Please refer to item #2 in the document "Organizing the Count in Your Community." A map of your community will be provided by OHS. The goal here is to begin the process of identifying the red, yellow, and green areas in your community. You may want to have highlight markers available and designate at least one map as the "master".

- **Identifying Places where Homeless People Live/Spend Time**
- **Identifying Places where Homeless People Receive Services**
  Please refer to item #3 and #4 in "Organizing the Count in Your Community" and distribute the "Identifying Street Locations" and "Identifying Service Locations" forms to the attendees. Have a brief general discussion about these locations in your community then ask attendees to fill in the forms based on their personal knowledge. Attendees can fill in the forms during the meeting or take them with them and return to you within a week (you can also offer to send people the forms electronically).

- **Volunteer Outreach / Community Awareness**
  Please refer to item #5 in "Organizing the Count in Your Community" and distribute the "Identifying Sources of Volunteers" form to attendees. Have a brief discussion about possible sources of volunteers in your community and ask attendees to fill in the forms with suggestions as well as seek commitments to follow-up on the suggestions. OHS and Urban Initiatives are conducting countywide volunteer outreach and can also assist with reaching out to local sources of volunteers

identified by your Team.

- **Day-of-Count, January 24th, 2013**

    - **Deployment Center –** A location will need to be identified in your community from which volunteers can be deployed on the day of the count (the location does not have to be identified at this first meeting). The ideal space would be a large open hall or meeting room where volunteers can gather to receive their count materials and instructions along with room for setting up light refreshments. Suggested location types include community centers, churches, service centers, etc.
    - **Count giveaways/incentives –** Oftentimes giveaway items are assembled to pass out to those encountered on the streets during the count as a small incentive or reward for participation. OHS may provide some items for this purpose to community teams however we are encouraging each community team to also explore gathering items to give out locally. These items can include hygiene products, socks, blankets, rain ponchos, coupons for local eateries, water, etc.

- **Project Timeframe**
  Please distribute and review the "Project Timeline" document. Community Teams are asked to meet at least once a month between October and January but we encourage your team to meet as many times as needed to complete the required tasks.

- **Tasks/Assignments**
  Discuss any tasks and assignments to be completed between this meeting and the next.

- **Questions for OHS / Urban Initiatives**
  Identify any questions, comments, thoughts your Team may have for OHS and Urban Initiatives staff. Bring these questions to the next Regional Meeting or contact:

  Michele Bletcher, Office of Homeless Services, mkbletcher@dbh.sbcounty.gov, 909/382-7007
  Don Smith, Institute for Urban Initiatives, DonSmith@urban-initiatives.org , 909/373-2754

- **Next Meeting**
  Discuss plans for your next Key Person Team Meeting