

## **Forming Your Point-In-Time Count Committee**

In order to have a successful Point-In-Time Count, each community should form a Count Committee. A Lead that oversees the Committee's work should lead the PIT Count. In general, the lead should recruit members, keep members informed, maintain a focus on the overview of the Count, keep the work of the committee moving, and make sure that everyone is happily taking responsibility for their role.

### **Why Create a Point-In-Time Count Committee**

- To plan the count
- To identify key action tasks in counting the homeless
- To monitor the planning and implementation process
- To ensure accountability in the process
- To maintain consistent Point-In-Time Count standards

### **Basic Methodology**

- PIT Count Chair sends invitation letter to local community stakeholders (judges, mayors, trustees, commissioners, law enforcement agencies, schools, local businesses, faith-based organizations, hospitals, media outlets, volunteers, etc.). The letter should explain the importance of the count to the broader community and include local homelessness data
- PIT Count Chair calls for meetings that include committed stakeholders
- PIT Count Chair prepares meeting agenda
- PIT Count Chair identifies PIT Count key activities and requests volunteers to complete specific roles/responsibilities. The Chair may assign roles/responsibilities if no volunteers
- PIT Count Chair maintains attendance lists, sign-in sheets, minutes

### **Sample Point-In-Time Count Committee Meeting Agenda Items**

- Call meeting to order
- Welcome and introduction of attendees
- Approval of previous minutes
- Overview of the Point-In-Time Count, count methodology, and why count the homeless
- Determine Point-In-Time Count plan, outcomes, objectives, and timeline
- Establish contingency plans
- Request volunteers for various roles and responsibilities; assign roles and responsibilities
- Set date for subsequent meetings
- For the good of the order/other topics
- Adjourn meeting

### **Other Possible Point-In-Time Count Committee Lead Roles**

- Publicity Chair

- Volunteer Recruitment Chair
- Mapping and Trends Chair
- Donations Chair
- Count Team Leaders

## ***Point-In-Time Count Role Descriptions and Responsibilities***

### Point-In-Time Count Chair/Lead

- Invite community stakeholders to participate in the count and draw attention to the issues of homelessness.
- Call and conduct meetings that include committee stakeholders.
- Prepare meeting agenda.
- Monitor/coordinate status of actions/issues, ensure completion of tasks, and is the lead contact regarding the Point-In-Time Count.
- With assistance of committee members, design handouts, fliers, work/project plans, and identifies location/venue for meetings.
- Provide support to other Point-In-Time Count sub-committee chairs/leads regarding their committee issues/needs.
- Monitor that sub-committees are completing their designated tasks. Provide support and encouragement to committee members to complete tasks. Provide assistance to chairs/leads to ensure that tasks are completed. Encourage sub-committee chairs to obtain representation from homeless sub-populations on the committees.
- Delegate tasks as needed to sub-committee chairs/leads.
- Maintain an attendance list and records minutes of the meetings.
- Report to full Continuum of Care the updates, changes, and concerns regarding the Point-In-Time Count.
- Participate in THN's Point-In-Time Count webinars. Report to THN the data requested from the local count.
- Complete other necessary tasks as required to ensure that homeless count is completed.

### Publicity Chair

- Call and conduct Publicity sub-committee meetings.
- Report to Point-In-Time Count Committee updates, changes and concerns regarding the publicity of the homeless count.
- Monitor/coordinate status of actions/issues, ensures completion of tasks, and is lead contact regarding publicity issues for homeless count.
- Provide support to publicity sub-committee members. Delegate tasks to all members to ensure participation and buy-in of publicity issues for count. Ensure that tasks are completed.
- Encourage participation of homeless sub-populations for publicity committee.
- Assist with final decision making of publicity related issues for count. Refer to Point-In-Time Count Chair any issues/concerns.
- Work with committee to create and release homeless count volunteer recruitment press release – work with Volunteer Recruitment sub-committee.

- Work with committee to create and release Point-In-Time Count homeless press release.
- Work with committee to create, reproduce, and distribute homeless count flyer.
- Work with committee to create, reproduce, and distribute homeless count self-report flyer.
- Work with committee to create, reproduce, distribute, and provide Point-In-Time Count Committee Chair the community resource guide for the Count.
- Work with committee to contact media outlets for the count
- Work with committee to devise a list of agencies/entities that have web sites that would be willing to publicize the count – volunteer recruitment, homeless information and results of the count.
- Work with committee to invite media to press conference. Devise plan to present information. Decide on speakers for the press conference.
- Work with committee to complete press release for the results to media that did not attend the press conference.
- Complete thank you letters to volunteers, participants, and donors.
- Complete other necessary tasks as required to ensure that publicity of count is completed.

#### Volunteer Recruitment Chair

- Call and conduct Volunteer sub-committee meetings.
- Report to Point-In-Time Count Committee updates, changes, and concerns regarding volunteer recruitment for the count.
- Monitor/coordinate status of actions/issues, ensures completion of tasks, and is lead contact regarding volunteer recruitment issues for homeless count.
- Provide support to volunteer recruitment committee members. Delegate tasks to all members to ensure participation and buy in of volunteer recruitment issues for count. Ensure that tasks are completed.
- Encourage participation of homeless sub-populations for volunteer recruitment committee.
- Assist with final decision making of volunteer recruitment related issues for count. Refer to Point-in-Time Count Committee Chair any issues/concerns.
- Work with committee to create and release homeless count volunteer recruitment press release – work with Publicity Committee.
- Review discuss, and develop release of responsibility, statement of confidentiality form and job description for volunteers
- Review, discuss, and develop volunteer training. Set training agenda, content, handouts, and location. Decide upon presenters.
- Ensure that all volunteer training materials are available for date of training.
- Work with committee to develop list of potential volunteers for count (homeless, previously homeless, local university, faith-based organizations, homeless service providers, behavioral health providers, civic organizations, etc.).
- Complete other necessary tasks as required to ensure that volunteer recruitment is completed.

### Mapping and Trends Chair

- Call and conduct Mapping and Trends sub-committee meetings.
- Report to Point-In-Time Count Committee updates, changes, and concerns regarding the mapping and trends of the homeless count.
- Monitor/coordinate status of actions/issues, ensures completion of tasks, is lead contact regarding mapping, and trends issues for homeless count.
- Provide support to mapping and trends sub-committee members. Delegate tasks to all members to ensure participation and buy-in of mapping and trend issues for count. Ensure that tasks are completed.
- Encourage participation of sub-populations for mapping and trends committee.
- Assist with final decision making of mapping and trend related issues for count. Refer to Point-In-Time Count Chair any issues/concerns.
- Work with committee to scout designated areas for the count.
- Work with the committee to contact county for foreclosure and Sheriff's sale information – scout those areas for possible homeless staying in those houses.
- Develop map for designated areas that volunteers will search for homeless the night of the count.
- Develop database information for sites where homeless individuals live or remnants of sites for future counts.
- Complete other necessary tasks as required to ensure that mapping and trends are completed.

### Donation Chair

- Call and conduct the Donation sub-committee meetings.
- Report to Point-In-Time Count Committee updates, changes, and concerns regarding the donations to the homeless count.
- Monitor/coordinate status of actions/issues, ensures completion of tasks, and is lead contact regarding donation issues for homeless count.
- Provide support to Donation committee members. Delegate tasks to all members to ensure participation and buy in of donations for count. Ensure tasks are completed.
- Encourage participation of homeless sub-populations for donation committee.
- Assist with final decision making of donations related issues for count. Refer to Point-In-Time Count Chair any issues/concerns.
- Review, discuss, and develop strategy as to what items should be given to homeless during the count (blankets, food, food vouchers, flashlight, water, etc.).
- Work with committee to secure donations of items and location to store items prior to the count.
- Work with committee to prepare the donations for the count.
- Work with committee to donate leftover items to provider agencies after the count.
- Complete other necessary tasks as required to ensure that donations are completed.

### Point-In-Time Count Team Leader

- Act as spokesperson for the team. Review Point-In-Time Count volunteer roles. Answer any questions/concerns that volunteers have prior to beginning count. Refer other issues to Volunteer Recruitment Chair or Point-In-Time Count Chair.
- Able to drive, and has a clean Texas driving record.
- Be at least 18 years old.
- Brings map and is familiar with the assigned locations.
- Carries mobile phone to communicate with PIT Count Chair or designee.
- Contact Point-In-Time Count Chair if shelter is needed/wanted.
- Contact 911 for injuries/incidents. Contact Point-In-Time Count Chair for injuries/incidents.
- Provide donations to homeless.
- Be able to walk one or two miles unassisted.
- After count, discuss any suggestions, changes, and concerns with Point-In-Time Count Chair.
- Provide Mapping and Trends Chair with all street count forms at end of count. Return other supplies to Point-In-Time Count Committee.
- Comply with Texas mandatory reporting of child abuse or neglect if you encounter a household with child and refuses to go to shelter.

### Point-In-Time Count Volunteer

- Search for unsheltered homeless within designated location.
- Meet with team leader prior to beginning of count to obtain final instructions – review data collection form prior to the count and become familiar with the questions. Ask team leader for clarifications as needed.
- Provide donations to homeless.
- Carry mobile phone to communicate with PIT Count Team Leader, PIT Count Chair or designee.
- Do not place yourself or team members at risk. If a volunteer feels threatened, they should avoid the situation and contact 911.
- Offer referral to shelter and supportive services to homeless.
- Maintain visual contact with team members to ensure safety. Do not conduct the count alone.
- Be able to walk one or two miles unassisted.
- Agree to and sign confidentiality agreement with coordinating agency.
- Be at least 18 years old.
- After count, discuss any suggestions, changes, and concerns with team leader.

### Point-In-Time Count Support Volunteer

- Assist with pre-packing of count volunteer supplies and donation bags.
- Call shelters the day before the count to remind of information needed.
- Call shelters the day of count to obtain any information needed.
- May be any age (those under 18 years old will need their parent's permission).