

---

# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Continuum of Services Committee

---

### December 19, 2007 Minutes Draft

Chairs: Linda Kot, Susanna Rodriguez

<b>Next Meeting:</b> January 23, 2007, 10:30 am – noon Primavera, 151 W 40th Street
--

<b>Report to TPCH General Meeting December 13<sup>th</sup></b>
--

- |  |
|--|
| ■ Results of CoC Consultant interviews |
|--|

### TOPICS DISCUSSED

- Hiring of CoC Consultant.** Susanna and Linda reported. Three applications have been received. Interviews will be scheduled with all three. Because the SuperNoFA must be submitted electronically for 2008, a question about the interviewee's ability to complete the electronic submission will be added to the question list.
  - **Next steps: a.)** CoC Consultant applicant interviews will be conducted and results reported to General Council, which authorized the interview committee to hire.
- PTEH Update.** Leslie Carlson reported. The subcommittee met last Thursday and did the following:
  - Clarified the role of the implementation coordinator
  - Discussed prevention activities and received a report (verbal and written) on 2005 prevention assistance as a baseline for measuring progress on the PTEH prevention goals and objectives. Additional baseline data is being sought from the City of Tucson, Arizona DES and DOH, and faith-based organizations. The committee would like suggestions of other organizations from which to seek baseline prevention data.
  - Received a preliminary report from an Ad Hoc Group of committee members who are consulting with community organizers on the formation and structure of the Plan to End Homelessness Council. The group currently plans to have recommendations for the PTEH Subcommittee by the end of January.
  - Voted to work with LP&G on the marketing and branding of the PTEH with the goal of having materials for the PTEH Council and for engaging other sectors as well as new media tools by spring.
  - The subcommittee's next meeting is Thursday, December 27<sup>th</sup>, 1:30-3:00 p.m. in the Rillito-Sabino Room of the Sentinel Building, 320 Commerce Park Loop.
- "Need Help" brochures.** Lori Block reported. Two ASU students surveyed the "Need Help" brochure users, phoned all listed agencies, and suggested and drafted a brochure that includes the information in Spanish, prints on 8/2x14 inch paper, and folds to the original size. Lori further refined the draft. She distributed the proposed new brochure for committee members' review and suggestions. She also suggested that the brochure be distributed in PDF format for agencies to print as needed as well as in printed form.
  - **Next steps: a.)** Lori will distribute the new brochure to committee members and agencies, add changes and present at the General Council.
  - **b.)** Brochure will be distributed in PDF format.

4. **Street Count.** Mary Ochoa reported. The 2008 Street Count is scheduled for January 29<sup>th</sup>. Trainings are set for January 8<sup>th</sup> for new enumerators and January 9<sup>th</sup> for experienced enumerators. Brown bag lunch sessions are set for Thursday, January 17<sup>th</sup> and 24<sup>th</sup> from 11:00 a.m. – 1:00 p.m. for team coordination. The debriefing will be February 14<sup>th</sup> with lunch provided. Mary said she is soliciting flashlight donations to ensure that every enumerator will have a flashlight.
5. **Bed Count.** Participants discussed the annual “in shelter” homeless count, which is generally held for the evening prior to the morning Street Count. Participants noted that last year, the CoC Consultant conducted a separate count from the Arizona DES count
  - o **Next step:** Definitions for reporting types of beds need to be checked.
6. **Minutes.** Minutes of the November meeting were accepted by consensus.
7. **Old business: Goals and Timelines.** The Executive Committee will check the CoS goals and timelines for appropriate responsibility assignments at its next meeting and return to the CoS Committee for final review in January.
8. **New Business.** Participants discussed a suggestion that, as part of the planning for HUD Exhibit 1 preparation process, the committee ask agencies to present their most recent Annual Performance Reviews (APRs) to help in assessing capacity, analyzing gaps, and formulating strategic goals. They also discussed whether the APRs would provide the needed information or whether information about quality assurance and self analysis processes is also needed. It was noted that it would be important for all agencies to be informed prior to any such submission and discussion and to have representatives present to answer questions.
  - o **Next steps:** a.) Co-chairs will e-mail participants about their ideas and suggestions.  
b.) Committee will consider this suggestion at the January meeting.
9. **Next Meeting:** Wednesday, January 23<sup>rd</sup>, 10:30 a.m.-12:00 p.m., Primavera Foundation, 151 W. 40<sup>th</sup> Street.

Submitted by Settle Madden

## Attendance

Name	Organization	Email
Lori Block	Interfaith Coalition for the Homeless	lori.block@ichtucson.org
Beth Carey	SAAF	bacrey@saaf.org
Leslie Carlson	TPCH Implementation Coordinator PTEH	lcarlson@comcast.net
Pat Carnes	Compass Healthcare	pcarnes@compasshc.org
Meghan Gilliland	Tucson Centers for Women and Children	meghan@tucsoncenters.org
Sally Hueston	The Giving Tree	salhuetaurus@yahoo.com
Linda Kot	Primavera Foundation	lkot@primavera.org
Kyla Lamoure	The Brewster Center	kylal@thebrewstercenter.org
Robert Miller	Comin' Home	rmailler@cominhome.net
Steven Nelson	Jackson Employment Center	snelson@csd.pima.gov
Mary Ochoa	DES Family Assistance Administration	maryochoa@azdes.gov
Nancy Panico	Open Inn	npanico@openinn.org
Val Quadros	La Frontera	vquadros@lafrontera.org
Adam Ragsdale	Primavera Foundation	aragsdale@primavera.org
Susanna Rodriguez	City of Tucson	Susanna.Rodriguez@tucsonaz.gov