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# TUCSON PLANNING COUNCIL FOR THE HOMELESS

## Plan to End Homelessness Subcommittee

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### October 22, 2009 Minutes

Convener: Don Blascak

**Next Meeting:** Thursday, November 19, 2009, 8:30-9:30 a.m., Pantano? Rm.,  
Sentinel Bldg., 320 N. Commerce Park Loop

**Report to TPCH General Council November 12<sup>th</sup>**

- Motion to request \$2,000 from TPCH General Council for THC4

#### TOPICS DISCUSSED

- 1. Minutes.** Stan Hamnett moved and Patti Scott-Lopez seconded that the minutes of the previous meeting be accepted. **Motion passed.**
- 2. Procedures.** Don Blascak distributed the new operating procedures and workflow chart prior to the meeting. He reviewed the leadership areas and volunteers for each. He briefly reviewed the workflow and procedures, and emphasized that he would like added input from the area leaders regarding action items and other needed edits. Please review if you have not already done so. He added that Rick Sumner has agreed to accept the providers' leadership although he could not attend due to having the flu.  
Don noted that the intent, going forward, is to reduce the number of meetings. If a specific meeting does not concern some of the committee members, those members should feel free not to attend that meeting.
- 3. Event Date.** Don noted that Trinity Presbyterian Church has approved and reserved space for the February 19, 2010 event.
- 4. Feedback.** Don noted he has received feedback comments by area from Leslie Carlson and will email to committee members.
- 5. Funding/Resources.** Lori Block provided a draft budget based on 400 guests, and the assumption that the average costs is \$10 per guest. That draft assumes cash needed for items that might be obtained as donations. She suggested that the committee again request \$2,000 through the General Council from the TPCH General Fund. She suggested asking donors to sponsor specific activities, such as breakfast, and seeking in-kind donations. Glen Fournie noted that: a local Hadassah will donate toiletries if given a month's notice; he is working on a donation from Wells Fargo Bank; and is also approaching local Wal – Marts, and other national companies. Glenn said that he thinks a higher budget would allow expansion of services and actually attract donors. He noted that each Raytheon employee, as part of their benefits, is allowed a once yearly of \$250 each, and he and Lori are working on encouraging them to donate for Tucson Homeless Connect.  
Patti suggested finding a source of backpacks – or green bags – for guests to use to take away their toiletries and clothing.  
Glenn noted that the event has about 100 complete comfort kits and an entire box of hats on hand. Still needed are shampoo, soap, and foot powder. There is plenty of hair conditioner.  
Don suggested requesting specialty items, such as band aid kits and key chains, from businesses that participate in health fairs.  
Consensus was to ask the General Council for \$2,000 once again.
  - **Next steps.** **a.)** Lori will redo budget with an increased number of guests and a per-guest cost of \$12.
  - b.)** Wayne Steele will inventory the resources stored at Trinity Presbyterian Church.
  - c.)** Committee will request \$2,000 from the TPCH General Fund.

- 6. Event Flow.** Participants discussed how to improve event flow, including keeping service providers until the event ends, and decreasing crowding. Patti suggested giving vouchers for lunch during staggered periods to prevent emptying of service areas (which may be encouraging providers to leave early) during a short lunch period. Lori noted that another option is to stagger van pick-ups; have hot meals almost continuously, and close earlier. For example, she said, a cooked breakfast could be served 8:30–10:30 a.m., and lunch from 11:00 a.m.-1:00 p.m.
- Consensus was to tentatively change hours from 8:30 a.m. – 1:30 p.m. and use the staggered pick-up and feeding system, and to make exception beyond 1:30 p.m. for persons obtaining IDs from the Motor Vehicle Division.
- Participants discussed the difficulties experienced in gathering ID-seekers for transport to the Motor Vehicle Division. Charlie Bowker noted that some guides waited quite a bit for guests, and he would like to instead train special floor guides in the layout, and could assign specific guides to assist with MVD transport. Lori suggested having two MVD vans in continuous rotation.
- 7. Recognition.** Charlie suggested that the committee be sure to give appreciation certificates to donors. Don noted that distribution of appreciation certificates to service providers. Patti suggested having all provider recognition certificates laid out on a table in Trinity Hall the afternoon before the event. Discussion revealed consensus that these could be delivered in the morning with their welcome packet and feedback form.
- 8. Next Meeting:** Thursday, November 19<sup>th</sup>, 8:30-9:30 p.m., City Sentinel Building, 320 N. Commerce Park Loop, room to be decided.
- **Next step.** Settle Madden will request room reservations for the next three meetings.

Submitted by Settle Madden

#### Attendance

Name	Organization	Email
Don Blascak	ICH	dblascak@comcast.net
Lori Block	ICH	lori.block@ichtucson.org
Charlie Bowker	ICH	bowksaz@msn.com
Jeff Burnham	COPE	jburnham@copebhs.com
Glenn Fournie	City of Tucson	glenn.fournie@tucsonaz.gov
Stan Hamnett	Gospel Rescue Mission	shamnett@grmtucson.com
Patricia Scott-Lopez	CPSA	patricia.scott-lopex@cpsa-rbha.org
Wayne Steele	Community Member	tucson35@yahoo.com