
TUCSON PLANNING COUNCIL FOR THE HOMELESS

Tucson Homeless Connect Committee

February 4, 2010 Minutes

Convener: Don Blascak

<p>Next Meeting: February 11, 2010, 8:30 – 10:00 a.m. Trinity Presbyterian Church, 400 E. University Blvd., E. Gate, S. Courtyard</p>
--

<p>Report to TPCH General Meeting February 11th</p>

- | |
|--|
| <ul style="list-style-type: none">■ Preparations for event are on-track with donations totaling \$7,000. |
|--|

TOPICS DISCUSSED

- 1. Minutes.** Jodie Barnes moved and Stan Hamnett seconded that the minutes of the previous meeting be approved as presented. **Motion passed.**
- 2. Chair's Report.**
 - **Overview.** Don previously mailed an overview to committee members, attached.
 - **Banners.** Don distributed a list of banners. The provider, Fast Signs, gave a 25% discount plus free color and grommets. Fast Signs charged a total of \$260 for all banners.
 - **Walk-through.** Don noted that a walk-through of the event site is scheduled next Thursday, 8:30 a.m. at the Trinity Presbyterian Church's ease gate to the south courtyard, 400 E. University Boulevard. Final placement should be completed at that time. Don provided Rick Sumner with a template with locations marked for those providers whose location is determined by their needs, such as for internet connectivity.
 - **Forms.** Leslie Carlson noted that the matrix of services by keyword and provider name needs to be updated for the volunteer guides. Rick brought a sample provider packet, to which he will add the list of providers, when that list is completed.
 - **Next step.** a.) Leslie will send the provider matrix to Rick Sumner, who will update and return it.
b.) Rick Sumner will send the list of providers and needs to Lori Block.
c.) Lori will update the service locations map.
 - **Veterinary Care.** Pima County Animal Care has confirmed their participation, and that they will contribute the licensing costs, although they cannot do provide spay/neuter services this time. Don noted that Animal Control needs to be located near the animal crates.
- 3. Providers.** Rick Sumner reported that all of invited providers have responded except CODAC, Compass Health, the Lion's Club, the University Hospital medical van, Sin Puertas, the regional Veterans Administration representative, and Pima County Health Department.

Emergel and Census 2010 will participate for the first time. A podiatrist is confirmed. Leslie noted the Census may wish to insert flyers in the comfort kits. Don noted that he has 100 Census 2010-branded water bottles (in addition to 300 from the American Red Cross and leftovers from the previous event). Joy Wilcox will staff the Census 2010 table. Lisa Watts confirmed that the Red Cross plans to have a table, and that one of their Emergency Response Vehicles (ERV) will be there to serve coffee.

Jodie reported that Social Security and DES have agreed to participate, and asked to be more centrally located, but still retain Internet connectivity. The DMV and Marana Health Center also request Internet service. Participants discussed how best to obtain Internet service. Liza Watt and Settle Madden will follow-up. DES has requested access to a copier. Liza offered to donate a portable Lexmark copier that she no longer uses.

Providers cont'd,

Rick reviewed services offered by provider in order to confirm the needs for tables, chairs, electricity, Internet access, and privacy and to inform the layout and set-up process. Jeff confirmed that COPE would like three, private testing areas away from the windows.

Lori noted that none of the three nurses who volunteered at the last event will be available this time.

- **Next steps. a.)** Rick will follow up with non-responding providers.
 - b.)** Liza Watts and Settle Madden will check with the Red Cross and CODAC respectively on whether they will allow use of their mobile WiFi devices.
 - c.)** Stan and Lori will check out the possibility of purchasing a WiFi router and test its effectiveness in Trinity Hall.
 - d.)** Liza will bring the copier to the walkthrough.
 - e.)** Cell phone location for guest use will be selected during the walkthrough.
 - f.)** Liza, Glenn, and Leslie will check with their respective contacts for potential volunteer nurses.
 - g.)** Rick will update and distribute the provider and signs location and needs matrix.

3. **Food.** Jodie reported that she has not yet obtained the tortilla donation because she wishes to have them see her in person so that they know the request comes from a regular customer. Lori reported that Caridad-de Porres will provide lunch for 500 persons. The meal is turkey, mashed potatoes, vegetables, fruit, salad, and bread for lunch plus 50 sack lunches, all courtesy of the ARC donation.

Participants discussed preventing the food line from extending into the Narthex. Consensus was to bring guests in through the glass doors for breakfast and have them exit by the Fellowship Hall ramp to get coffee from the ERV.

- **Next steps. a.)** Walk-through will include a review of Fellowship Hall layout for luncheon in order to avoid having the serving line stretch out into the narthex. .
 - b.)** Glenn and Lori will coordinate buying breakfast ingredients to take advantage of a Sam's Club gift card.
 - c.)** Don will ask with Le Cave's bakery for a donation of donuts.

4. **Outreach.** Participants discussed outreach and whether to include the "veterinary care" on an updated flyer. Settle Madden reported that the existing flyer has been distributed by itself to the TPCCH list serve, and included twice in the TPCCH weekly announcement. Jeff noted that he distributed the flyer to COSA as well. Don said that he will also invite the Paws veterinary clinic, which reaches out to the pets of homeless people. Consensus was to find out approximately how many animals could be served before deciding whether to publicize veterinary services. It was noted that it may be preferable to have outreach workers contact homeless people whom they know have pets.

Glenn asked for a list of providers, such as Pima Animal Care and the Paws Foundation, who should also be listed as sponsors.

- **Next step.** Don will ask Pima Animal Control and the Paws Foundation how many animals they may be able to serve, and let the committee know.

5. **Funding.** Lori reported that in-hand donations and pledges to date total \$7,000. Expected expenses are \$4,000. Even if expenses overrun expectations, there should be a carry forward for the next event.

- **Next step.** Don will purchase P38 can openers to include in the comfort kits.

6. **Documentation.** Rick reported that he lost the provider feedback form as a result of a computer crash. His only suggested change was to add a place for feedback for those questions answered "no".

- **Next steps. a.)** Leslie will update the provider feedback form and provide an electronic copy to Rick for inclusion in the provider packet.
 - b.)** Don will follow through with GRM personnel to have participation certificates prepared for the provider packets.
 - c.)** Leslie will check with Debbie Thomas of HUD as to whether she will assist with the distinguished visitor and media invitations and packets.

7. **Transportation.** Don has provided driver instruction packets to Primavera Foundation and Gospel Rescue Mission. He will send the Salvation Army, Comin' Home, and AAA Transportation theirs shortly. Rick noted that there is not yet a sign for the MVD van location.
8. **Next Meeting.** Thursday, February 11th, 8:30 a.m., Trinity Presbyterian Church, 400 E. University Boulevard, east gate to the south courtyard.

Submitted by Settle Madden

Attendance

Jodie Barnes	City of Tucson	jodie.barnes@tucsonaz.gov
Don Blascak	ICH	dblascak@comcast.net
Lori Block	ICH	lori.block@ichtucson.org
Jeff Burnham	COPE	jburnham@copecommunityservices.org
Leslie Carlson	Implementation Coordinator PTEH	lacarlson@cox.net
Glenn Fournie	City of Tucson	glenn.fournie@tucsonaz.gov
Stan Hamnett	Gospel Rescue Mission	shamnett@grmtucson.com
Emily Morris	Gospel Rescue Mission	emorris@email.arizona.edu
Wayne Steele	Community member	
Rick Sumner	Primavera Foundation	rsumner@primavera.org
Liza Watts	American Red Cross	

**TASK STATUS –THC IV
As of February 1st, 2010**

CHAIR

- **Banners – Ordered- Will have proof set at meeting**
- **Signage-need provider list by 8-9 Feb for review and layout.**
- **New – Census/Red Cross/Podiatrist/Pima Animal Care /PAWS foundation**
- **Animal care/Shots/license/chips/added crates**
- **Sign thanking all sponsors**
- **Who are title sponsors?**
- **Kennels- 3 from Mark P. and Rick**
- **Cell phones. TVSV-yes w/cards and volunteer to coordinate**
- **Judge 12 to 2 in same location.**
- **AAA dedicated van and driver from 8:30 for MVD clients**
- **Call ODF on night of the 19th of Feb -yes**
- **Red Cross as provider. Coffee and comfort kits.**
- **Barber chairs- Will get three from reds**
- **Barbers –Super cuts – will confirm by Thursday**

FUNDING

- **Current amount of money available?**
- **Allocation for ID's? How much?**
- **How disperse money-Purchase and submit receipt.**
- **Letter draft of "Thanks" to sponsors. Blanket plaques?**

PROVIDERS

- **Layout diagram draft**
- **Numbers RSVP yes-**
- **Youth agencies want to attend to include Skrappy's under Our family**
- **Provider appreciation forms**
- **Provider response forms**
- **Two sided signs – will make for sticks**
- **Services on registration form**
- **Key services on flyer**
- **Signs sorted.-Will make new and correct old.**

DOCUMENTATION

- **Any Changes to former documentation?**
- **Any new demographic considerations?**
- **Are empowering services separate from enabling-needs work**
- **Volunteer feedback forms OK**

VOLUNTEERS

- **Any special volunteer requests?**
- **Just in time training-Thursday in PM and Friday am?-yes**
- **Walk through will be scheduled by Thursday**
- **Volunteers as guides-Charlie**

- **ID Expert referral person- from GRM**
- **Do we need someone in charge of collecting documentation?**

FOOD COORDINATION

- **Breakfast . Burritos from 8:30 to 10:30 am Staggered entry of guests**
- **Staggered feeding schedule- Lunch from 10:30 to 1:30**
- **Snacks etc**
- **Water ? 15 donated /15 purchased.**

RESOURCES

- **Have 11 cases of De cell and 6 cases of lantern batteries**
- **Purchase of shortage items based on inventory**
- **Buy and submit receipt**
- **Time on set up day to begin sorting- 8 am**
- **Distribute resources upon presentation of exit form**
- **Clothing -GRM Liz Lane**

MEDIA AND PUBLICITY

- **PSA to media outlets 14 days out**
- **Get TV and newspaper coverage of event**
- **Media Packets – 8-10?**
- **Flyers –add Veterinary services when confirmed.**

DISTINGUISHED VISITORS

- **Invitations out to city and county officials. Mention THC IV.**

COMMUNICATIONS

- **Borrow hand-helds. Same as before.**
- **Place computers for max connectivity- judge and MVD**
- **Locate a place for the cell phone and lounge during walk through**

TRANSPORTATION

- **Stagger pick up times and get out transport info by Thursday**
- **Vans available**
 - Gospel Rescue**
 - Primavera**
 - Salvation Army- need driver name**
 - AAA- for MVD**
 - Comin'Home for NW**