Resource Committee Meeting Minutes

5/2/2019 from 1-3pm

In Attendance: Mike Mooney (New Beginnings), Amanda Castner (MaineHousing), Tia Knowlton-Basford (MaineHousing), Janice Lara-Hewey (Catholic Charities), Sara Fleurant (City of Portland), Patrick Sherwood (Shalom House Inc.)

* **Updates**
  + April Meeting Minutes approved and ready to be posted.
* **Finalizing Committee Template**
  + Feedback from the board was received and it indicated that the Resource Committee is responsible for recruiting for all CoC committees.
  + Decision to accept the sections of the template added by the CoC board member will be tabled until next meeting.
    - The committee wants to seek clarification on the additional responsibilities of membership and committee member recruitment. An action step will be made to speak to Norm about these additions.
  + All changes to the committee template made by Norm were approved to be included in the final version of the template.
* **Action Steps**
  + **Tia: Update on possible access to Go to meeting through Maine Housing for future Resource Committee meetings**
    - GoTo Basic- Holds 25 participants
    - GoTo Webinar- Holds 100 participants
    - GoTo Training-has a recording option, but more research is needed about its other functionalities.
    - Tia and Amanda will look into the option of using video chat via GoTo.
    - We will attempt to utilize GoTo for the next Resource Committee meeting.
  + **Mike: Update on VAWA training at Region II on June 14th**
    - The training will be run by Though These Doors, and will be held at 9am at the MaineHousing Boardroom.
  + **Tia: Update on therapeutic pet training at Region II on June 14th**
    - Tia will send the contact information for the Therapeutic Pet Trainer to Mike.
    - Mike will see if the trainer can conduct a training on June 14th.
    - If June 14th does not work it was decided this training would be a good fit with the Fair Housing training planned for December.
  + **Tia: Update on recruiting Region III Members to the Resource Committee**
    - Reached out to 3 individuals from DV Shelters but have not yet heard back regarding their interest in joining.
  + **Janice: PIT update; PIT Methodology and structure; Use of technology in implementing PIT**
    - The timeline of bringing the PIT before the CoC is:
      * June-proposed methodology and dates for the PIT
      * September- Outreach lead job description
      * December- Provide an update on the PIT and recruitment process and discuss forms
      * March- Provide a summary of planning, results, and feedback
    - The PIT Methodology was approved as written.
    - Review of Outreach Lead job description
      * A piece could be added requesting leads recruit individuals who focus on specialized populations to be part of the team.
      * Could add brief descriptions about what volunteers should know about interacting with specialized populations such as DV, veterans, youth, and substance abuse.
      * Could generate a list of items that Outreach leads could have on hand to provide for people in the community, such as snacks, water, blankets.
      * It may be beneficial to move up the date that Outreach Leads are recruited, and to bring up the recruitment process more frequently at the CoC meetings.
    - Action Steps for PIT Planning include:
      * Discuss the Outreach Lead description at the next Resource Committee meeting.
      * Mike and Tia will reach out to their contacts to obtain brief descriptions about what volunteers should know about specialized populations. Summaries of these tips should be sent to Mike to be shared with the Resource Committee.
      * Janice will reach out to the Outreach Leads from the last PIT count to see if they are willing to return prior to the June CoC meeting.
    - Use of Technology in implementing the PIT
      * It was decided that the use of Apps was not feasible at this time due to their cost.
      * The training for the volunteers should be updated to indicate which questions on the paper form are required to make them complete.
  + **Mike: Outreach to local homeless advocacy groups**
    - Still in process.
  + **Updates on improving dissemination of information and communication across the state**
    - Using GoTo meeting to increase accessibility of meetings, ensuring minutes are posted online.
    - Follow-up with Norm on why there are currently 2 websites for homelessness in the state of Maine.
  + **New Time for future monthly meetings**
    - Meetings will be moved to the 2nd Friday of the month from 1-3pm starting in June.