

**San Diego County Access and Enrollment Assessment
Enrollment Task Force Meeting Notes
July 27, 2021 4:00PM PT**

Attendees:

Koné Consulting/Urban Institute Team:

Alicia Koné, Dr. Oswaldo Urdapilleta, Tom McQueeney, Claudia Page, Lucy Streett, Elsa Falkenkburger, Christina Watson

Task Force Members: Anahid Brakke, Chair; Jan Spencley, Keara Pina

Guests:

Rick Wanne, Dr. Alberto Banuelos, Assmaa Elayyat, Amanda Berry, Mauricio Medina, Amanda Schultz Brochu, Jack Dailey, Karla Samayoa, Lindsey Wade, Mehrsa Imani, Lauren Abrams

Notes:

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| 1. Ground rules and expectations for meetings | |
| Notes | Decision/Action |
| <ul style="list-style-type: none"> Respect for people; assume good intentions and that everyone is here to do their best work. Research team is focused on the facts. It is equally important to elevate the voices of people doing the work as the people with lived experience of poverty. Everyone's input and perspective is valued. As the chair, Anahid Brakke serves as the point of contact, but the task force is overseeing the consultants' work plan. The purpose of the biweekly project planning meetings on Friday's is for planning and logistics and the biweekly Tuesday Task Force meeting is for guiding our research questions and data gathering and helping to analyze and interpret the data. | <p>Task Force will meet every other Tuesday at 4:00PM PT. Next meeting is August 10th.</p> <p>Project management meetings are held on the Friday preceding the Task Force meeting at 11:30AM PT. Next meeting is August 6th.</p> |
| 2. Extant data gathering and review | |
| Notes | Decision/Action |
| <ul style="list-style-type: none"> Newspaper articles, materials from staff trainings or handbooks; anything that gives us ideas about the current state of enrollment and eligibility is helpful Everyone from last Tuesday's meeting should have been sent invites to Box | <p>Changed San Diego Housing to San Diego Housing Federation in Box folder list.</p> <p>Christina will work with Jan for access to Box.</p> |
| 3. Key informant interviews | |
| Notes | Decision/Action |
| <ul style="list-style-type: none"> Team is doing first round of interviews now; the order is dependent on availability for scheduling, not priority. Eight systems-level representatives will be interviewed first- and 7 are already scheduled. So far two interviews have been completed. Just completed an interview with SEIU. | <p>Goal is to schedule round 1 KIs by July 30th (to be completed by August 9th).</p> <p>Amanda Schultz to introduce KC team to Lindsey Wade over email</p> |
| 4. Finalizing the rest of the project plan | |
| Notes | Decision/Action |
| <ul style="list-style-type: none"> Goal is to receive extant data from organization by August 6th, but information will be accepted throughout the project. Goal is to conduct first round of key informant interviews by August 6th too. County already conducted listening sessions with consumers/clients and KC team is analyzing the notes. For preliminary report planned to rely on those sessions plus data walks conducted by Urban for input from people with lived experience. (A data walk is an Urban Institute approach; interactive and less intimidating way of presenting data using social media for feedback from community members.) Then plan to conduct | <p>Research team will revisit work plan and be prepared with a proposed approach and due dates at next meeting.</p> <p>Work with community organizations to gather more input from individuals with lived</p> |

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| <p>follow up focus groups (3-5) with individuals with lived experience in November before final report is delivered.</p> <ul style="list-style-type: none"> • Task Force members are concerned that subpopulations were missed with the first listening sessions with clients. They were not able to include community members speaking languages other than English and Spanish. Also missed participation from Tribal members and people who are eligible but face significant, unique barriers to receiving benefits. Guests also expressed concerns that homeless individuals and families may have been missed, too. Suggest is to work with community organizations who could potentially collect data from low-income people for the research team prior to the preliminary report being delivered. • Clarified that KC plans for the preliminary report to be a progress report and refined study plan. The report will include the final research questions, share findings gathered up to that point, and the plan for gathering additional data. Task force member suggested in order to accommodate more listening sessions/focus group with clients, the number of KIIs could be decreased. | | <p>experience of poverty. HEAL group is one possibility for connecting with people experiencing homelessness.</p> |
| <p>Next meeting</p> | <p>Tuesday, August 10th, 4:00PM PT</p> | |