

St. Augustine Shelter Planning Group Meeting Notes

7:30 PM, February 22, 2006

The planning group met on Wednesday, February 22nd, to take advantage of the opportunity CARITAS provided to see the parish hall used for shelter and feeding needy people.

Attendees: Kathy Jones, Kim Ackerman, Katharine Anderson, Grace Marino, Judy Cranford, Terry Knapp, and Paul Bedard

The following topics were discussed:

Building walk-thru: the parish hall was set up support 40 CARITAS guests.

- Dormitory (parish hall):
 - 40 cots and 40 chairs in the dormitory area (cots, blankets, and pillows provided by CARITAS)
 - The Red Cross provides cots, blankets and comfort kits (adult and child).
 - The Red Cross does not provide pillows.
 - The parish hall could accommodate more cots by reducing the space between cots and rows.
 - The feeding area could be moved to provide more cot space, but other areas would not be convenient to the kitchen for serving.
 - Classrooms could accommodate 40 more cots; the classrooms are also needed for health, mental health, Red Cross communications, and shelter team operations center.
 - Showers: the male and female bathrooms each have a shower.
 - The Red Cross does not provide towels for showers
 - The parish has towels for CARITAS and comfort kits. We need to dedicate some of these supplies for the shelter.
- Feeding area (parish hall): located near the kitchen
 - 4 food serving tables
 - 8 tables and 48 chairs in the dining area
- Food service (cooking on site):
 - Red Cross does not permit serving food brought from home. They emphasize the use of pre-packaged foods easily prepared and food prepared by restaurants. This is different from CARITAS, although Ted Figuera and others have prepared food for CARITAS from the kitchen.
 - Kathy has a CARITAS cookbook with recipes for serving large numbers of people. This should help with meal planning.
 - Katharine identified the need to prepare food shopping lists for use on short notice.
 - Storage of some food products on site was discussed. There is a need for a start-up kit to enable quick reaction to feeding.
 - The group identified the need for purchase cards (like COSCO cards) for purchasing food items in quantity.
 - Request that the food service members of the planning group review the need for shopping lists and food storage and make recommendations to the group.
- TV viewing area (recreation area):
 - 10 chairs and TV (with antenna) in the feeding area
 - Use for news and entertainment
- Main recreation area: The Commons was used for recreation
 - 4 tables for games; TV for DVD/video viewing with 15 chairs
- Health nurse area: Grace Marino was serving as the health nurse at CARITAS that night and had set up a station in the parish hall near the entrance to the Commons. She emphasized the nurse's need to be near the residents to enable access by the residents. The nurse station needs to be in the dormitory or resident congregating area so that the nurse can observe the residents for identifying those that may

St. Augustine Shelter Planning Group Meeting Notes

7:30 PM, February 22, 2006

need medical care and to be available for easy access by the residents. A separate room is good for follow-up sessions and to provide privacy.

- Administration:
 - The administrative kit provided by the Red Cross. It contains Red Cross blank forms for registration, flashlights and batteries, note paper, pens, pencils and other materials. Kim brought a plastic container that could be used to separate items within the kit. She and others have recommendations for filling and maintaining the administrative kit. The admin and registration team members need to take charge of the kit and get it up to a satisfactory state of readiness.
 - Request that Kim take the lead in setting up the administrative kit.
- Registration: as discussed at the January meeting, the Commons will be used for registration.
 - Set up 4 tables to handle 4-8 people at a time. 2 registrants and 2 clients per table. If there are too many people in the Commons, move the tables inside the door to the hall.
 - Use numbered tickets to give to the clients to ensure that they are registered in order of arrival (fair treatment). Donna may be able to get raffle tickets from Bingo for this purpose.
 - The registration group needs to identify signs needed for registration.