

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
POPULATION TECHNICAL ADVISORY COMMITTEE

September 21, 2004
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue
Phoenix, Arizona

MEMBERS IN ATTENDANCE

George Pettit, Gilbert, Chairman	*Horatio Skeete, Litchfield Park
*Bryant Powell, Apache Junction	Wahid Alam, Mesa
Connie Randal for Adrian Williamson, Avondale	*Matt Holm, Maricopa County
*Phil Garthright, Buckeye	#Prisila Ferreira, Peoria
*Usama Abujbarah, Cave Creek	Tim Tilton, Phoenix
David de la Torre, Chandler	*Shawney Ekadis, Queen Creek
Mark Smith, El Mirage	*Harry Higgins, Scottsdale
Dana Burkhardt, Fountain Hills	Stephanie Wilson, Surprise
*Terry Yergan, Gila River Indian Community	Hector Tapia, Tempe
*Kate Langford, Glendale	Cecilia Casillas for Mark Fooks, Youngtown
Janeen Gaskin, Goodyear	*Anne MacCracken, Valley Metro
* Gary Smith, Guadalupe	

*Not in attendance
#Participated via audioconference
+Participated via videoconference

OTHERS IN ATTENDANCE

Sam Andreas, Chandler	#Dennis Johnson, Census Bureau, Denver
Max Enterline, Phoenix	Anubhav Bagley, MAG
+Mike Stump, Census Bureau, Headquarters	Heidi Pahl, MAG
+Ron Dopkowski, Census Bureau, Headquarters	Elaine Trammell, MAG
+ Barbara Vandervate , Census Bureau, Headquarters	Rita Walton, MAG
#Mark Hellfritz, Census Bureau, Denver	Harry Wolfe, MAG

The meeting was called to order by Chairman George Pettit at 10:05 a.m.

2. Call to the Audience

There were no requests to address the MAG POPTAC.

3. Approval of Meeting Minutes of August 10, 2004

Because of a lack of a quorum, approval of the August 10, 2004 minutes was deferred to the October MAG POPTAC meeting.

4. Preparation of July 1, 2004 Resident Population Updates

Harry Wolfe stated that DES was in the process of preparing July 1, 2004 resident population estimates by County and that MAG needed the county estimates to develop Municipality estimates. He explained that DES uses two methods to produce the estimate – the Housing Unit Method and the Composite Method – and that the weighted average of the two was used to produce the estimate. He added that a more detailed discussion of the methodology would be provided at the next meeting of the MAG POPTAC Ad Hoc Subcommittee.

Janeen Gaskin asked about efforts to facilitate and coordinate supplying DES with the data needed for preparing the annual population estimates. Harry Wolfe responded that the issue would be covered at a subsequent meeting of the MAG POPTAC.

5. Preparations for 2005 Census Survey

Heidi Pahl provided an overview of preparations for the 2005 census survey of population in households and full count of population in group quarters and outdoor locations. She distributed a timeline listing only member agency tasks for the census effort, the Census Bureau Workshop flyer and agenda, and a seven page document titled, “Group Quarters Definitions used for Special Censuses Conducted during the 2000 Decade.” She discussed POPTAC tasks listed on the timeline, the formation of an oversight subcommittee to provide guidance, make decisions and implement strategies for the census, and the agenda for the Census Bureau Workshop. Ms. Pahl informed that a letter requesting donated office space for census testing/training and crew leaders would be sent from MAG to each city/town manager in the near future. She also provided answers to questions raised at the August POPTAC meeting.

She noted that:

- a. Elected officials, while in office, are not authorized to be employed by the Census Bureau for the 2005 Census Survey effort.

- b. Changes to the Census Bureau's Boundary and Annexation Survey cannot be submitted electronically because the Census Bureau does not currently have the capability to handle electronic files.
- c. The Department of Health Services Web site does contain a list of Group Homes and the URL for it will be distributed to MAG POPTAC members.

Tim Tilton asked if member agencies would have access to the address file. Ron Dopkowski replied that staff of member agencies could look at the address files by obtaining Special Sworn Status and following Census Bureau guidelines. He added that review has to be in the Census Bureau's office under the supervision of a Census Bureau employee.af

6. Population in Group Quarters

Mike Stump provided a definition of Group Quarters and referred the MAG POPTAC to the seven page explanation of group quarters on the Census Bureau's website. Dave de la Torre said that it would be helpful if member agencies could have the full definition of group quarters. Heidi Pahl said she would e-mail the definition to member agencies.

Mike Stump explained that the output of the Census Survey and count of population in group quarters would be population in households, population in Group Quarters (including outdoor locations) and number of occupied housing units. Harry Wolfe asked if the total number of housing units would also be included in the output and Mike Stump responded that it would.

Mike Stump said that the first step in preparing for the full count of population in group quarters was to compile an address list. He said it is the Census Bureau's preference is to have the following information for each Group Quarters:

- a. Name
- b. Physical address
- c. Nearest cross streets
- d. Contact person
- e. Phone number
- f. **Special notes**

He added that all the information did not have to be provided, but that if it were, it would assist the Census Bureau in carrying out the count.

Mr. Stump said that the preliminary list needed to be submitted by March 2005 with the final list by July 2005. He also mentioned that during the listing operation, any Group Quarters that are identified and are not on the Census Bureau's mailing list will be added.

The Group Quarters enumeration will take place in the middle of September 2005. An attempt will be made first to conduct the enumeration by telephone and, if unsuccessful, then to make a visit to the Group Quarter facility.

Harry Wolfe asked if the Census Bureau could notify our member agencies of Group Quarters information that was submitted, but which the Census Bureau did not classify as a Group Quarters. Mike Stump said that he would look into the matter.

Max Enterline asked for a list of categories within the definition of group quarters. Heidi Pahl said they were available through the Census Bureau Website. David de la Torre said that he would like to have a copy of the seven page group quarter definition and urged that it be circulated. Heidi Pahl said she would distribute the definition.

Mike Stump said that a one person facility, by definition, could not be considered a group quarter.

Anubhav Bagley asked whether two people who share an apartment are classified as group quarters. Mike Stump responded that it did not meet the definition of group quarters and pointed out that the structure of the facility is also a factor in labeling a facility a group quarter. **Barbara Vandervate** added that people who reside in a group quarter, reside there for a specific purpose. She provided the following examples: People in prisons are there because they committed a crime; people in college dormitories are there because they are enrolled in school; and people in nursing homes are there because they are unable to live independently.

Harry Wolfe asked if an assisted living facility met the definition of group quarters. **Barbara Vandervate** responded that determining whether an assisted living facility was classified as group quarters depended in part upon the level of custodial care. She acknowledged that a certain amount of judgement is involved. She mentioned that in a nursing home the resident is under strictly custodial control and cannot leave without permission. That situation, however, may not be case with an assisted living facility. As a result, an assisted living facility may not be considered in the definition of group quarters.

Mike Stump stated if a housing unit is owned by a University and is rented out to several students, it is considered group quarters. However, if the same housing unit were privately owned and rented out to those same students it would not be considered group quarters.

Tim Tilton provided an example of a University that didn't own a housing unit, but through an official housing department on campus arranged for students to live there. He asked if that qualified as group quarters.

Mike Stump conceded that there was a certain amount of interpretation involved in classifying facilities as group quarters, but said he would look into the example provided by Mr. Tilton. He also indicated that he wanted to work with MAG member agencies to try to resolve issues relating to definitions of group quarters prior to the actual enumeration.

Mark Smith asked why the derivation of population in households and population in group quarters could not be done jointly. George Pettit explained that the 2005 figure for population in households was a survey, while the derivation of population in group quarters would be based on a full count. **Max Enterline added that knowing the population in group**

quarters is helpful to cities for determining the funding needed to support the group quarter facilities.

Max Enterline explained how he updates the list of Group Quarters for the city of Phoenix. He explained that he uses the Department of Health Services Web site to identify licensed group homes. But he said that the annual Directory of Human Services, which is available both in hard copy and on-line, is an invaluable resource for updating group quarters. He said that one of the biggest problems in his update process was making corrections to the contact person since those people often have a short tenure in their jobs. He said that he would be willing to provide to member agencies the URL for the Directory. Harry Wolfe asked Mr. Enterline to send the URL to either Heidi Pahl or Harry Wolfe and that one of them would distribute it to MAG POPTAC members.

Max Enterline explained that for some group quarters an address is not available. For example, women's shelters do not have an address listed for their own protection.

Hector Tapia asked whether a day care center was considered group quarters. Harry Wolfe responded that he didn't think it was because the children were there only a part of the day and subsequently resided in a home with their families. The Census Bureau staff concurred with Mr. Wolfe's comment.

Amy St. Peter provided a general overview of the outdoor location count that has been conducted by MAG for the past three years. Ms. St. Peter explained that HUD mandates that every Continuum applying for McKinney funds to support homeless assistance programs must conduct a street count and a shelter count. DES does the shelter count, MAG does the street count. The results are combined to provide a gaps analysis that determines how many more beds are needed. Without the street count, this Continuum would be ineligible to apply for funds. This year, we applied for nearly \$20 million.

Ms. St. Peter said that while in 2003 only 11 jurisdictions participated in the outdoor location count, that in 2004 participation increased to 24 jurisdictions. She explained that each participating jurisdiction has a coordinator who develops a counting program attuned to that jurisdiction's unique characteristics. In communities that have shelters, a count at night works best because anyone who is staying in the shelter will be inside. That leaves unsheltered people on the street. In communities that don't have shelters, a street count in the morning may work well as the homeless people will still be in their camps. In those communities, you don't have to worry about double counting homeless people that have shelter but are simply outside at the time of the count.

Ms. St. Peter stated that the next count of population in outdoor locations would be conducted on January 25, 2005. She said that HUD requires that the enumerations be conducted during the last week of January and that the local jurisdictions chose January 25th because it was the most convenient day during that week.

Ms. St. Peter said that having people without homes participate in the count was very helpful in obtaining support.

Mike Stump asked whether the street locations were identified before the enumeration was conducted. Ms. St. Peter responded that some locations were identified in advance of the enumeration, while others were identified during the enumeration.

Harry Wolfe noted that the cost of the count of population in outdoor locations was based upon 300 locations, but that if MAG member agencies wanted more than that, they could request it.

Mike Stump urged MAG to get the information about number of locations to the Census Bureau as quickly as possible.

Harry Wolfe noted that in the process for reviewing and updating the list of outdoor locations, MAG would be using contacts established in jurisdictions responsible for conducting the count, but the process would be coordinated with POPTAC representatives.

Prisila Fereira asked if the October 7, 2004 Census workshop required attendance for the full day. Heidi Pahl responded that it did not. She reviewed the agenda for the Workshop and explained that people could chose which part or parts of the workshop they wanted to attend based upon their area of interest.

7. Suggestion of Agenda Items for Future MAG POPTAC Meetings

Harry Wolfe stated that items added to the MAG POPTAC Agenda – discussion of group quarters and count of outdoor locations – was based upon suggestions from the MAG POPTAC. He noted that other suggestions made, such as presentations on land absorption, the use of GIS in metropolitan areas and how agencies provide public data would be covered in future meetings. He added that this POPTAC was designed to give special attention to the enumeration of population in group quarters.

8. George Pettit stated that the next meeting of the MAG POPTAC is scheduled for Tuesday, October 19, 2004 at 10:00 a.m.

The meeting adjourned at 11:15 a.m.