



City of Auburn, Maine

60 Court Street | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

BOARD/COMMITTEE/WG MEETING MINUTES

Homelessness Committee

Tuesday, November 18, 2025 – 9:30 AM – 11:00 AM

Auburn Resource Center @ 121 Mill Street, ARC Conference Room

In Attendance: Councilor Tim Cowan, Bill Lowenstein, Dave Bilodeau, Rebecca Austin, George Sheats, Dawn Comeau, Angela Blier, Cecilia Natale, Thomas Hibbert, Jennifer Edwards, Sasha Anastasoff, APD Deputy Chief Tim Cogle, AFD Deputy Steve Almquist, Jen Eugley (Guests: Mayor Jeff Harmon, Hub 4 Homeless Coordinator Julia Kimball)

Call to order at 9:30am & Review of Agenda by Tim Cowan

- a. Rebecca asked about subcommittee mtg following this one – Jennifer Edwards needed to check if the room is already booked
2. Review and approval of 11/4/25 meeting minutes
 - a. Motion to Approve: Angela, Second: Bill, All in favor
3. Warming Center/Shelter Update – Mayor Harmon
 - a. Meeting on the Friday after our meeting happened with all interested parties
 - b. MaineHousing clarified expectations
 - c. In Nov, open 8pm-8am; open 24/7 starting Dec. 1 to Apr 30 (still 100 spots)
 - d. May 1: transition to 40-bed shelter
 - e. Linda Scott was hired for day-to-day operations, Alter L/A Board contracted 12 hours/week with Preble Street to build policy and operational management
 - f. Facility needs minor modifications for the 40-bed shelter
 - g. Transportation: City of Auburn contracting a shuttle from Horton St. to Drop-In Center (and back) on Wed and Sat; important to continue to connect people with services at Drop-In Center
 - h. Cecilia: it would be helpful for Kaydenz Kitchen to put out solid information about warming center/shelter details
 - i. Jeff: Alter L/A is a separate entity, but it's a bit confusing for people – they're working on getting their own separate website setup; Ruby Bean from Community Concepts is contracted to handle finances for the shelter
 - j. Tim: suggest members of the committee provide talking points for why 24/7 (not just to keep people warm, but to connect to services) (Jeff: because MaineHousing says so – it's their pressure that extended the hours to 24/7)
4. Presentation by Julia Kimball, Hub4 Homeless Coordinator
 - a. Point in Time Count Overview & Planning
 - PIT is required by HUD to get a statewide count of sheltered/unsheltered people (required to be in January)



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- This year the date is the night of Jan. 19, but we can survey people about that night for the following 4 days

- volunteers canvass areas with an approved survey, surveys are tallied and submitted to MaineHousing, then onto HUD

- many Homeless Service providers use this as part of their everyday work/contact with people

- donation drives for items to give to people as a thank you for sharing (not permitted to pay them, but can give giftcards and other supplies)

- APLibrary has hosted a community meal in past years (with help from Bates students) to provide a warm place to survey people

- drop off locations will be Kaydenz Kitchen, Community Concepts on Blake Street, and Auburn Resource Center

- Maine Homeless Planning website has a place for people to sign up to volunteer

- children are not surveyed separately, but are counted with their adult's household

- required info: enough of their name and age to prevent duplication, plus where they stayed on the specified night (other information is helpful, if people are willing to share)

- survey can be done on paper, but easier to do on Counting Us App (it can be used in remote locations and the survey will be uploaded as soon as you return to service)

- Bill: how about surveying youth? Julia: a minor who is part of a household is counted with their household's adult, but unaccompanied minors are surveyed separately

- Julia clarified that people staying at Warming Center will be considered "unsheltered" because there are no beds there

- all volunteers should be trained on how to survey/use the app, survey etiquette, volunteer safety tips; Julia will have office hours for questions/planning Jan. 14-16; volunteer training videos can be watched online at your leisure

- Rebecca: was there an intention behind deciding Jan. 19, it being a holiday? Julia: middle of the month, still allowing 4 days following

- Jeff: are there online resources available for training? Julia will provide links to training and access key for people to be able to set up the app; Julia can look at a map to see where surveys are being completed to inform future outreach hotspots

- potential survey locations: DIC, Trinity, Warming Center, Libraries, hospitals, GA, etc.

- experienced providers should be assigned to encampments/more remote locations



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- Tim Cogle: some of the more remote locations will be hard to access in January;
Julia: this PIT count is required by HUD, but we could do our own count at a different time of the year (Tim pointed out that encampments are more easily seen right now with the trees being more visible; Julia: we could also do a voluntary Count and include “sheltered” people who aren’t counted through HUD (ie. couch-surfing)

- Jeff: what is your experience with who tends to volunteer? Julia: a handful of citizens who heard and wanted to help and care about driving funding, lots of college students

- Jeff: the City will coordinate volunteer recruitment efforts in Auburn

- Julia: will be recruiting church, scout, etc. groups to gather donations and put together warming kits: insoles, handwarmers, snacks, socks, gloves, hats, emergency blankets, hygiene items, thumb drives, portable chargers, \$5 giftcards for coffee/food (note: GA clients have to disclose receiving giftcards), Rebecca mentioned buying giftcards to places like BlueJay Coffee that support local businesses that already serve unhoused folks, Tim commented that we could start a list of businesses, (Angela: BlueJay also offers the option to buy a drink to gift to someone else!)

- Jennifer: are there Lewiston efforts? Julia: Warming Center and IRCM are willing to participate, Trinity requested volunteers (Julia: surveying people while they’re waiting in line for lunch works well), Heather Worth will be canvassing, Andwell is usually involved, Tim: where are college student volunteers coming from? Julia: mostly Bates (through connection through APL director’s husband who was a Bates professor), would be great to connect with nursing students (CMCC, USM – Tim can connect, MCHP – might need a supervisor, UNE, etc.), Tim: First Responder service at Bates? Jeff: EL’s EMS program?, Jen: schedule Health on Wheels bus to come that Wed to draw more people

b. Describe the Coordinated Entry process for Hub4, what the various roles are, who is participating, what is a community by name list, what is case conferencing, and what opportunities are there to support/enhance this process?

- CE is a HUD requirement, an approach to organize and provide housing resources/services

- the entire state of Maine is one Continuum of Care

- person-centered, only asking what’s necessary, interpreter services and multiple language CEAs available, low-barrier, housing-first/not housing-only

- Permanent Supportive Housing voucher (formerly Shelter Plus), meant to provide services along with housing (everything runs through MaineCare, so recipients must be eligible)



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- people apply once, receive a quantitative score, match to appropriate resource
- doesn't solve resource gaps, create housing units, etc.
- current barriers: only homeless service providers (who provide PATH services and receive ESG funding) are required to participate, lack of funding, high case loads
- Tim: what percentage of providers participate in this? Julia: 30% of providers (*people are seeking services from multiple providers), steps we're taking now will hopefully increase this to 50% in the near future
- having Kaydenz Kitchen doing assessments will be a huge benefit; Trinity plan to participate once they move; DIC participation has been helpful – offering consistent access
- Jeff: Kaydenz Kitchen is required to participate in CE as a requirement of MaineHousing; working on getting a City employee to do assessments at DIC; head of GA is trained and staff will be soon
- 4 main components: Access (access points are agencies where people can get assessed, or prevent those at risk of losing their housing from entering homelessness), Assess (standard throughout the state, annual training on changes/better practices, phased approach to gather more than the required information), Refer (teamwork and not competing for resources), Prioritize (emergency room/style, needs-based, prioritize those actively fleeing DV, unsheltered, "longer term stayer status"/chronic)
- Case Conferencing: confidentiality, housing focused, "workshop" with other service providers, match people to resources like Preble Street Rapid Rehousing, Permanent Supportive Housing vouchers, Lewiston Housing mainstream vouchers, MaineHousing STEP Vouchers, future Home For Good project
- 70% of funding goes to Bangor and Portland, with the rest being divided between the other 7 hubs
- about 150 people currently being discussed at case conferencing in Hub 4
- new guidelines will limit PSH vouchers to 30% of funding (Maine currently uses about 85% of funding towards them)
- By Name List: everyone who has been assessed (251 people currently), including those who have been assigned to homeless specific projects
- Jeff: outreach to people who are aging out because of lack of engagement; Julia: try to find out if people are visiting day centers and re-connect to resources that are a better fit and problem solve



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- Rebecca: top priorities for how to make this system work better (other than more vouchers and more housing units!); Julia: goal that came out of Built for Zero Conference was looking for non-disabled people to connect to workforce development, building relationships with resources to help people on the lower end of need
- Jeff: within our control is increasing the number of people being assessed, better outreach strategy (including keeping contact with them until they're connected to resources), broaden to resources outside of just housing (but things that affect housing access & retention)
- Bill: disability diagnosis is self-provided? Julia: yes, but some resources require disability verification
- Jeff: how long it takes to do an assessment? Julia: about 10 minutes
- HMIS is changing to automatically calculate score, ICA will be Maine's new vendor administering HMIS, platform may change from WellSky to BitFocus(?), hopefully less records-focused and more person-focused

Next agenda can be worked on after this meeting

Motion to Adjourn: George, Second: Bill, All in favor

(PIT Planning Subcommittee will meet following this meeting)

**Note: After the meeting, Julia corrected the PIT Count date in Maine to be 1/26.*