



NorCal CoC PIT Committee Meeting

January 16, 2024

11:00 am to 12:00 pm

**Siskiyou County
Social Services
818 S. Main St.
Yreka, CA 96097**

Teleconference locations:

**Del Norte County Health and Human Services
880 Northcrest Drive
Crescent City, CA 95531**

**Lassen County Health and Social Services
1445 Paul Bunyan, Suite C
Susanville, CA 96130**

**Teach I.N.C
112 E 2nd Street
Alturas, CA 96101**

**Plumas County
PCIRC
591 Main Street
Quincy, CA 95971**

**Shasta County
962 Maraglia Street
Redding, CA 96001**

**Siskiyou Builders Exchange
2121 Fairlane Rd
Yreka, CA 96097**

**Siskiyou County
Social Services
818 S. Main St.
Yreka, CA 96097**

**Sierra County Behavioral Health
706 Mill Street
Loyalton, CA 96118**

PIT Committee Members

Duane Kegg,
County of Siskiyou, Chair

Grace Poor,
County of Lassen,
Vice-Chair

Barbara Daughtrey,
County of Sierra

Rebecca Green,
County of Del Norte

Kristen Quade
County of Plumas

Carol Madison,
County of Modoc

Megan Preller,
County of Shasta



To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to norcalcoc@co.shasta.ca.us that will be read into the record.

- 1. Call to Order/Quorum Established/Introductions**
- 2. Public Comments (limited to 3 mins. per comment)**
- 3. Action Items**
 - I. Approval of Meeting Minutes (Attachment A)**
 - II. Discussion and Possible Action: 2024 PIT Documents (Attachments B and C)**
 - III. Approve 2024 Meeting Calendar (Attachment D)**
 - IV. Discussion and Possible Action: Counting Us app**
- 4. Discussion Items**
 - I. PIT preparations/county needs**
- 5. Discussion Items for Next Meeting**
- 6. Adjournment**

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact 530-841-2748 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Regular PIT Committee Meeting
February 20, 2023
11 am – 12 pm



ATTACHMENT A

NorCal Continuum of Care™

NorCal CoC PIT Committee Meeting

December 19, 2023

11:00 am to 12:00 pm

Siskiyou County
Social Services
818 S. Main St.
Yreka, CA 96097

Teleconference locations:

Del Norte County Health and Human Services
880 Northcrest Drive
Crescent City, CA 95531

Lassen County Health and Social Services
1445 Paul Bunyan, Suite C
Susanville, CA 96130

Teach I.N.C
112 E 2nd Street
Alturas, CA 96101

**Plumas County
PCIRC**
591 Main Street
Quincy, CA 95971

Shasta County
962 Maraglia Street
Redding, CA 96001

Siskiyou Builders Exchange
2121 Fairlane Rd
Yreka, CA 96097

**Siskiyou County
Social Services**
818 S. Main St.
Yreka, CA 96097

Sierra County Behavioral Health
706 Mill Street
Loyalton, CA 96118

PIT Committee Members

Duane Kegg,
County of Siskiyou, Chair

Grace Poor,
County of Lassen,
Vice-Chair

Vacant,
County of Sierra

Rebecca Green,
County of Del Norte

Kristen Quade
County of Plumas

Carol Madison,
County of Modoc

Megan Preller,
County of Shasta



To Address the Board: Members of the public may address the Board on any agenda item. Pursuant to the Brown Act (Govt. Code section 54950, et seq.) Board action or discussion cannot be taken on non-agenda matters but the board may briefly respond to statements or questions. You may submit your public comment via email to norcalcoc@co.shasta.ca.us that will be read into the record.

1. Call to Order/Quorum Established/Introductions

Duane Kegg, Chairperson, called the meeting to order at 11:05am. A quorum was established.

Present: Members Duane Kegg, Rebecca Green, Megan Preller, and Grace Poor.

2. Public Comments (limited to 3 mins. per comment)

There were no public comments.

3. Action Items

I. Approval of Meeting Minutes (Attachment A)

Poor motioned to approve the minutes. Green seconded. A roll call vote was taken. The motion carried unanimously.

II. Discussion and Possible Action: PIT Sheltered Survey

Members discussed the need to get the survey template from the Counting Us app. Maddelyn Bryan offered to reach out to Paul Tunison to request that and to connect with the Executive Board to get PIT documents on the next possible agenda as action items

III. Discussion and Possible Action: PIT Methodology (Attachment B)

Members discussed updates to the PIT Methodology and whether to include county-specific addendums. Poor motioned to approve updates to the PIT Methodology and to remove the county addendums. Preller seconded. A roll call vote was taken. The motion passed unanimously.

IV. Discussion and Possible Action: HIC Survey (Attachment C)

Member discussed issues raised by the consultant on last year's HIC, particularly the capacity being at 100% full. Members posed possibilities for why the data would show that and to what extent it is accurate. Kegg offered to ask the consultant to attend a future PIT committee meeting and further explain the issue. Poor motioned to approve the current HIC form with the dates updated to reflect the 2024 count. Preller seconded. Motion carried by unanimous vote.



4. Discussion Items

I. Discussion of 2024 Meeting Calendar

Members decided to keep the current schedule. Maddelyn Bryan will present the schedule as an action item at the next meeting.

II. Discussion of Roles and Responsibilities

Members expressed frustration at the lack of clarity on the PIT Committee's responsibilities and the lack of access to HUD TA. Krystal Dalton recommended reaching out to United Way. Maddelyn Bryan agreed to set up a meeting with Poor, Kristen Schreder (Chair of the Executive Board), and United Way.

5. Discussion Items for Next Meeting

- Bring back all documents for possible action.
- Discussion and possible action for Counting Us app.
- Discussion of PIT preparations/county needs.

6. Adjournment

Poor motioned to adjourn the meeting at 12:12pm. Preller seconded. A roll call vote was taken. The motion passed unanimously.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact 530-841-2748 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Regular PIT Committee Meeting

January 16, 2023

11 am – 12 pm

Siskiyou County

Social Services

818 S. Main St.

Yreka, CA 96097

NorCal 2024 PIT Scope of Work and Methodology Plan

January 23, 2024

Overview

This guide provides the NorCal Continuum of Care (NorCal CoC) with standards and guidance concerning conducting the 2024 Point in Time (PIT) Count.

The NorCal CoC is a seven-county homeless consortium. The NorCal CoC is charged by the U.S. Department of Housing and Urban Development (HUD) to conduct the Point-in-Time (PIT) Count. This PIT Count develops important, person-specific data which helps communities to prioritize the most vulnerable and chronically homeless persons for rapid rehousing, transitional housing, or permanent housing resources.

The 2024 PIT Count consists of two primary components: a sheltered count and a Housing Inventory Chart.

Sheltered Count

Methodology: For the sheltered count, we will do a non-random sample and service based counts up to the 7 day period after the designated night of the count. Extrapolation is used for no more than 20% of those survey questions that where the respondents did not respond.

Definition

For the purposes of the count, the following definition of sheltered homeless persons will be:

- An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals).

1. We will account and report on all people experiencing sheltered homelessness residing in NorCal CoC.

1. A. We may exclude geographic areas where the NorCal CoC Advisory Boards have determined that there are no persons experiencing sheltered homelessness, including areas that are uninhabitable.

1. B. We will start the homeless sheltered PIT count on the night of January 23, 2024. We will continue to take survey counts for the following seven days, per HUD regulations. We will be conducting survey counts on workdays only, asking where they slept the night of January

23rd. The methodology used for the sheltered count will be a random sample and service based counts up to the 7 day period after the designated night of the count.

Establishing a timeline of count activities

2. A. Executing the Sheltered count

- We will count clients in Emergency Shelters, Safe Havens, or Transitional Housing on the night designated for the count, January 23, 2024.

3. Determining who to count, the plan is as follow:

3. A. We will count clients sleeping overnight in all of the following project types:

- Emergency Shelters;
- Motels/Hotels paid for by charitable organization or by federal, state or local government programs;
- Transitional Housing

3. B. We will work closely with providers serving youth to ensure a comprehensive and inclusive count of youth experiencing homelessness, including but limited to:

- Youth drop-in centers;
- Faith-based organization and youth groups;
- Health clinics-youth-base including mobile health outreach;
- Local middle schools, high school, and alternative educational programs; and
- Libraries.

4.0 Involving partner organizations

4. A. We will work to include community stakeholders in conducting the PIT Count. Stakeholders include representatives from jurisdictions or partners assisting with the count, community members, and people with the following types of professional and personal experience:

- Shelter staff;
- Homeless outreach workers; and
- Law enforcement.

5. Managing PIT count planning and execution

5. A. We will submit the methodology plan for approval

5. B. Requested: We will request funding for PIT day of and volunteers

5. C. Attended: We will attend monthly advisory meetings for the Continuum of Care

5. D. We will utilize HMIS to enter data from PIT surveys.

6. Engaging reluctant providers

6. A. Should we encounter reluctant providers for participation in the Point in Time Count, we will assure that all the information from the surveys will be kept confidential. We will meet them in person and discuss the value of the data collected for the community and meeting the needs of those experiencing homelessness. We will work to incorporate their ideas into the planning process.

7. Using volunteers to conduct the PIT count.

7.A. We will secure lead volunteers or enumerators.

7.B. We will create a platform for volunteers or enumerators to sign up.

7. C. The surveys of people for the sheltered count will be administered in a manner that protects participant privacy and safety, as well as the safety of the person completing the survey.

7. D. There will be a training for all volunteers or enumerators to know the proper way to complete the survey and to know how to protect themselves while doing so.

7. E. There will be safety training for all volunteers or enumerators, and anyone involved with the PIT.

7. F. We will request volunteers or enumerators from Continuum of Care committees.

7. G. The conducting of training will be in person and remotely by conference calls.

DATA ENTRY AND DUPLICATION METHOD

Survey Administration Details

A method will be implemented to account for any individuals who may be interviewed multiple times. The deduplication method for the interview surveys consists of creating a unique identifier using several fields of information from the survey (first initial, last initial, birth month, birth year, gender, race, and veteran status). This process allows data analysts to easily identify and eliminate duplicate records.

SURVEY TOOL

Survey Development

A PIT Count survey of questions was developed by the NorCal CoC to acquire data which met the requirements of the U.S. Department of Housing and Urban Development (HUD). The survey will collect a variety of data: demographics, family make-up, military service, chronic homelessness, sleeping location, disabilities, income, education level, and barriers to acquiring permanent housing.

Survey Sampling

In order to complete a census of respondents, enumerators will be trained to employ an “every encounter” survey approach. Enumerators will be instructed to survey every sheltered person. If the person declines to take the survey, the survey worker will complete an observation-based survey.

Data Collection

Care will be taken by interviewers to ensure that respondents feel comfortable regardless of the shelter location where the survey occurs. During the interviews, respondents will be encouraged to be candid in their responses and will be informed that their responses will be framed as general findings, kept confidential and not traceable to any one individual.

Due to the sensitive nature of the survey, respondents will not be required to answer every survey question and respondents can request to skip questions that are not applicable or that they do not feel comfortable answering.

ATTACHMENT C

2024____(County) **Housing Inventory Count
(HIC) Sheltered Homeless
NorCal Continuum of Care**

Fill out this form if the primary intent of the project is to:

1. Serve homeless persons; **AND**
2. Verifies homelessness as part of its eligibility determination; **AND**
3. Clients who are in the project are predominately homeless (or for permanent housing were homeless at entry).

Please count all beds that are **dedicated to serve homeless persons and permanent housing projects for those who were homeless at entry.**

Name of Organization				
HMIS Organization ID #		HMIS Project ID #	DV Provider	Y or N
Name of Project				
Address of Project (Single Site)				
Person Completing Form and Phone Number				

*PIT Homeless Count of People in these Beds
Night of January 23, 2024*

Project Type (complete one form for each project type)	☐	Emergency Shelter (<i>PIT Sheltered Survey needed</i>)
	☐	Seasonal Beds (such as extreme weather shelters)
	☐	Transitional Housing (<i>PIT Sheltered Survey needed</i>)
	☐	Permanent Housing (<i>PIT Sheltered Survey NOT needed</i>)
	☐	Permanent Supportive Housing
	☐	Rapid Re-housing
	☐	Other Permanent Housing (Housing with services but no disability required for entry or housing only)

Housing Type	☐	Site-Based – Single Site (i.e.: Emergency Shelter)
	☐	Site-Based – Clustered/ Multiple Sites (i.e.: Voucher (beds in hotel/motels)
	☐	Tenant-Based – Scattered Sites

2024_____ (County) Housing Inventory Count (HIC)
Sheltered Homeless
NorCal Continuum of Care

Funding: Check one

	Emergency Solutions Grant Program		Continuum of Care Program (CoC)
	McKinney Vento Funding		
	Shelter Plus Care Program (S+C)		Section 8 Moderate Rehabilitation Single-Room Occupancy Program (SRO), including grants formerly funded under McKinney-Vento but renewed under Section 8
	Supportive Housing Program (SHP)		HUD-VA Supportive Housing (HUD-VASH)
	Supportive Services for Veteran Families Program (SSVF)		VA: Grant and Per Diem Program (GPD)
	VA: Health Care for Homeless Veterans (HCHV)		HHS: RHY Basic Center Program (TLP)
	HHS: RHY Transitional Living Program (TLP)		HHS: RHY Maternity Group Homes for Pregnant and Parenting Youth (MGH)
	HHS: RHY Demonstration Project		HUD Housing Opportunities for Persons with AIDS (HOPWA) programs
	HUD Public and Indian Housing (PIH) programs (non-VASH), including public housing and housing choice voucher inventory that is dedicated to homeless persons		Other (please specify):

Current Inventory

Households with Children		Households without Children		Households with only Children (under 18)
<i>Number of Beds</i>	<i>Number of Units</i>	<i>Number of Beds</i>	<i>Number of Units</i>	<i>Number of Beds</i>
<i>Number of Dedicated Veteran Beds</i>	<i>Number of Dedicated Youth Beds</i>	<i>Number of Dedicated Veteran Beds</i>	<i>Number of Dedicated Youth Beds</i>	

<i>Number/Type of Overflow Beds:</i>	
--------------------------------------	--

<i>Number of Seasonal Beds</i>	<i>Start Date</i>	<i>End Date</i>

Total Number of Dedicated Beds:			
Chronically Homeless Youth		Chronically Homeless Veteran	
Any other Youth		Youth Veterans	
Any other Chronically Homeless		Any other Veteran	
		Non-Dedicated Beds	



2024 Point-in-Time (PIT) Committee Meeting Schedule

The PIT Committee regular meetings are held on the third Tuesday of each month:

1. January 16, 2024
2. February 20, 2024
3. March 19, 2024
4. April 16, 2024
5. May 21, 2024
6. June 18, 2024
7. July 16, 2024
8. August 20, 2024
9. September 17, 2024
10. October 15, 2024
11. November 19, 2024
12. December 17, 2024