



NorCal CoC PIT Committee Meeting

May 21, 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 from April (Attachment A)**
 - II. Selecting census date for 2025 PIT**
- 4. Discussion Items**
 - I. Continued discussion of PIT Coordinator position – Kristen Schreder**
 - II. 2024 PIT/HIC status update – Tim Danielson**
 - III. Review of PIT forms and surveys**
- 5. Discussion Items for Next Meeting**
- 6. Adjournment**

Next Regular PIT Committee Meeting
August 20, 2024
11 am – 12 pm



NorCal CoC PIT Committee Meeting

April 16, 2024

11:00 am to 12:00 pm

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

Teleconference locations:

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880 Northcrest Drive
Crescent City, CA 95531**

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1. Call to Order/Quorum Established/Introductions

Maddelyn Bryan, alternate Chairperson, called the meeting to order at 11:01 AM. A quorum was established.

Present: Members: Barbara Daughtrey, Rebecca Green

Alternate Members: Maddelyn Bryan, Krystal Dalton,

Participants/public attendees: Tim Danielson, Joanne Johnson, Nicole Lamica, Kristen Schreder

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

None.

3. Action Items

I. Approval of Meeting Minutes from January (Attachment A)

Barbara Daughtrey motioned to approve the minutes from January 16, 2024. Krystal Dalton seconded. A roll call vote was taken. The motion passed unanimously.

4. Discussion Items

I. 2024 PIT Count Status Update

Tim Danielson shared that the (Point-in-Time) PIT count numbers will be in the extrapolation tool and asked if the City of Redding will complete the PIT report. Kristen Schreder recommended that Tim Danielson check with Shawna Flanigan from the City of Redding, and Tim Danielson stated that he would email her today.

Kristen Schreder provided an update on Housing Inventory Count (HIC) forms. The forms lack clarity, and no entity managed to accurately fill them out. The data from the HIC forms will be integrated into the Homeless Management Information System (HMIS). The objective is to update and generate information through HMIS rather than completing HIC forms. There was a discussion regarding how HMIS will ensure an accurate count of beds. Tim Danielson affirmed that the precision of bed count depends on our commitment to keeping HMIS updated with the number of clients served and exited from projects. If this bed information is already recorded in HMIS, then we can prioritize focusing on the human aspect of the PIT count.

II. Ideas for NorCal CoC 7 county PIT Coordinator



Kristen Schreder shared that the City of Redding has been paying for use of the Counting Us application for the last several years. The CoC will pay for this application moving forward.

Kristen Schreder announced that a year-round Pit Coordinator/Administrator position is needed to focus on PIT and HIC, because this process currently relies too heavily on volunteers. Each county would still be accountable for their own administration, but they would report to this new position. The Executive Board set aside money from HHAP-4 and 5 to pay for this new position but did not define a specific budget. We need to define the roles and responsibilities for this position before deciding on a budget. This role will be contracted out, not a direct hire. Krystal Dalton, Barbara Daughtrey and Maddelyn Bryan agreed that this new PIT Coordinator/Administrator would be a helpful point of contact for PIT-related questions. Maddelyn Bryan requested that Chair or Secretary of the PIT Committee be added to the list of job responsibilities for this new position, since this position will be in regular communication with the Department of Housing and Urban Development (HUD) and have a better idea of what should be discussed at the PIT Committee meetings. Kristen Schreder stated that she will add this new responsibility to the job description and asked that the members talk with their Advisory Boards to collect feedback about proposed responsibilities for this position.

III. Planning for 2025 PIT

Kristen Schreder mentioned that it is necessary to conduct a comprehensive count of both sheltered and unsheltered individuals in 2025, as the count conducted in 2024 only accounted for those in shelters. The unsheltered count should occur every other year, and it was omitted from Shasta County's budget for 2024. The new PIT Coordinator/Administrator should be onboarded in time to plan for 2025 census activities. Discussion ensued about the timeline for planning the census for next year and the Committee agreed that September 2024 was the latest that planning should begin. Maddelyn Bryan recommended the following timeline: bring the PIT Coordinator/Administrator job description and budget to the Board for approval in May, develop an RFP in June, post the job and select a contractor in July, and develop and finalize the contract in August. Tim Danielson agreed with this timeline and shared that an August start date would allow this new position 5 months before the 2025 PIT count.

5. Discussion Items for Next Meeting – May 21

Kristen Schreder requested further discussion on the PIT Coordinator/Administrator position, including job description and position title.

Maddelyn Bryan requested a 2024 PIT/HIC status update from Tim Danielson.

Krystal Dalton requested a decision on the PIT census date as an action item.

Tim Danielson requested a review of PIT forms and surveys.

6. Adjournment

Krystal Dalton motioned to adjourn the meeting at 11:51am. Rebecca Green seconded. A roll call vote was taken. The motion passed unanimously.



Next Regular PIT Committee Meeting
May 21, 2024
11 am – 12 pm

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