



NorCal CoC PIT Committee Meeting
September 16, 2025
11:00 am to 12:00 pm
112 East 2nd Street, Housing Program Office
Alturas, CA 96101

September 16, 2025

Zoom Link:

<https://us02web.zoom.us/j/6130715635?pwd=5fvG29xXaX6JaKHf4QLzicapWDSxvT.1&omn=83643017091>

Meeting ID: 613 071 5635

Passcode: 775453

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

Plumas County
PCIRC
591 W. 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

Nicole Lamica,
County of Lassen,
Vice-Chair

Barbara Daughtrey,
County of Sierra

Rebecca Green,
County of Del Norte

Kristen Quade,
County of Plumas

Emily Clark,
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 cmadison@teachinc.org 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. **Review and approve support of transferring the 2026 PIT Administration from PCIRC to T.E.A.C.H., Inc. Recommendation will also be presented to Executive Board September 18, 2025 for approval.**

In 2024 the Executive Board established a scope of work and budget to fund a NorCal CoC PIT/HIC Administrator in the amount of \$100,000 for two years. The Executive Board issued an RFP to procure a PIT/HIC Administrator. Plumas Crisis Intervention & Resource Center (PCIRC) was selected in July 2024 as the PIT/HIC Administrator for the 2025 PIT Count. The City of Redding entered in a one year contract in the amount of \$45,540. PCIRC has indicated that due to their agency’s primary work requirements they are not able to commit the time needed to fulfill a second year. Due to the urgent need to continue the PIT/HIC planning processes currently underway they have requested that T.E.A.C.H., Inc. assume the responsibilities to serve as the 2026 PIT/HIC Administrator. A proposed budget would not exceed \$54,000. T.E.A.C.H., Inc. would work with the PIT Committee to confirm any revisions to the Scope of Work.

- II. **Review, Discuss and Approve potential revisions to PIT/HIC Administrator Scope of Work.**
Review attached 2025 PIT/HIC Administrator Scope of Work. Discuss and consider modifications for 2026 PIT/HIC Administration.
Attachment “A” PIT/HIC Scope of Work

- III. **Review, Discuss and Approve distribution of Request for Proposal for identified PIT/HIC Planning Assistance.**
Based on review of proposed Scope of Work for 2026 PIT/HIC Planning. Consider developing a Request for Proposal to seek planning assistance for the seven county NorCal CoC from agencies who provide services for planning and administering the 2026 PIT/HIC
Refer to Attachment “A” Proposed Scope of Work

4. **Discussion**

Item #	Description & Notes	Responsibility	Open/ Closed
I.	Review and Discuss Proposed PIT Committee Meeting Schedule Attachment “B”	PIT Administrator	Open
II.	Review Training Needs and Potential Schedule	PIT Administrator	Open



5. Items for Next Meeting

6. Adjournment

**Next Regular PIT Committee Meeting
October 21, 2025
11 am – 12 pm**

PIT/HIC CONSULTING AND PROFESSIONAL SERVICES CONTRACT

EXHIBIT A- SCOPE OF WORK

The PIT and HIC Administrator's roles, performance measures, and responsibilities are as follows:

- A. Facilitate the administration of an annual Sheltered and Unsheltered Point-In-Time Count (PIT) and Housing Inventory Count (HIC) of homeless persons with the PIT Committee and Advisory Boards. Works with each county's PIT/HIC coordinator. Assists with securing donations for participants;
- B. Learns, implements and complies with HUD requirements;
- C. Coordinates with all Advisory Boards and PIT Committee to draft and finalizes the PIT survey;
- D. Update as needed, complies with and implements the PIT methodology;
- E. Work with United Way of Northern California ("UWNC") Homeless Management Information System Administrator ("HMIS") to finalize PIT and HIC data/reports;
- F. Prepares Annual NorCal CoC PIT Report;
- G. Serves as the System Administrator of the CountingUs mobile App, troubleshooting issues;
- H. Coordinates with City of Redding, Admin Entity to purchase CountingUs mobile App annually;
- I. Coordinates and provides training of use of CountingUs;
- J. Develop strategies to increase coverage areas for unsheltered count;
- K. Chair and facilitate CoC PIT Committee meetings with published agendas. Provide access to participate remotely in PIT Committee hosted meetings (10 hours per mtg prep, attendance, minutes & posting);
- L. Provides reports and periodically attends and reports to each County CoC Advisory Board meetings. Liaison between PIT Committee, all CoC Advisory Boards and Executive Board;
- M. Help build community awareness inclusive of the needs of all homeless populations marketing;
- N. Participate in annual gap analysis (Last completed May 2023);
- O. Prepares and facilitates marketing, works with media regarding Annual PIT Count.

PIT/HIC CONSULTING AND PROFESSIONAL SERVICES CONTRACT

EXHIBIT B – PAYMENT PROVISIONS

SECTION 1. PAYMENT PROVISIONS

Summary cost reporting documentation must be submitted with invoices and all back up documentation retained for three years.

Consultant will be paid in accordance with the total budget stipulated as follows and subject to any limitations and specifics contained in this Contract and specific regulations.

Project Cost

Project Components	Hours at ____ per hour	Amount
Chair and facilitate PIT committee meetings, periodically attend CoC Advisory Board meetings to provide updates working as the liaison between the PIT Committee and all CoC Advisory Boards.	140	
Facilitate the administration of the annual PIT and HIC count in coordination with each County's PIT coordinator.	127	
Provide Training and Technical Assistance for the CountingUs App, HUD regulations and requirements, and comply with the PIT methodology. Develop strategies to increase coverage areas for the unsheltered count	176	
Prepares and facilitates marketing, works with media, including helping to build community awareness of the needs of the homeless population. Seek funding for supply donations.	39	
Work with UWNC HMIS Administrator to finalize the PIT and HIC data reports. Prepare the annual CoC PIT and HIC Report.	46	
Admin %		
Total	528	



Attachment "B" 9/16/25 PIT Committee Agenda

**NorCal CoC PIT Committee Meeting Agenda Items
2026 PIT Count**

July 15, 2025

- PIT Administrator initiates outreach to all NorCal CoC partner entities to confirm active programs for inclusion in the *Counting Us* app.
- PCIRC to coordinate with HMIS administrators to ensure data alignment across all active programs.
- Begin review of the Sheltered & Unsheltered PIT Survey + HIC Forms to ensure alignment with anticipated 2026 HUD guidance.

August 19, 2025

- Progress update on program/entity outreach and confirmation.
- Distribute training and marketing PIT Needs Survey to PIT Committee members.

September 16, 2025

- Review results and discuss training and marketing PIT Needs Survey.
- Finalize 2026 PIT and HIC survey tools for both sheltered count and housing inventory.

October 21, 2025

- Discuss and finalize participant incentive strategy including purchase, payments, and delivery (e.g., gift cards, hygiene kits, snacks, etc.).

November 18, 2025

- Distribute finalized 2026 PIT/HIC survey tools and training materials.
- Provide committee overview of *Counting Us* app functionality and marketing toolkit.

December 16, 2025

- Continue training and onboarding for PIT count volunteers and agency leads.
- Review use of survey tools, app procedures, and communication materials.

January 20, 2026

- Final review of PIT Count process, volunteer coordination, and day-of logistics.
- Open forum for last-minute questions, comments, or concerns.