



NorCal CoC PIT Committee Meeting (Updated)

October 21, 2025

9:00 am to 10:00 am

**112 East 2nd Street, Housing Program Office
Alturas, CA 96101**

October 21, 2025

<https://us02web.zoom.us/j/84101118561?pwd=FfCl4dbsqF4D1sEVtsp4tas9byBCUJ.1>

Meeting ID: 841 0111 8561

Passcode: 850758

**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

Emilly 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: Approve selection of the day of the 2026 Point-In-Time Count

Review, discuss options and approve the day of 2026 Point-In-Time Count

4. Discussion

	Presenter	HIC & PIT	Topic/Discussion	Time
1	Kristen Schreder		Welcome & Introductions	9:10 to 9:15
2	Simtech Solutions	PIT	PIT Count Planning & Admin., description of planning process, See Exhibit A PIT Count Planning & Admin. Scope of Work	9:15 – 9:25
3	Simtech Solutions	PIT	Develop timeline and meeting schedule	9:25 to 9:30
4	Simtech Solutions	PIT	Assign Tasks	9:30 to 9:35
5	Pathways MISI	HIC	HIC Planning & Admin., description of planning process See Exhibit A HIC Planning & Admin. Scope of Work	9:35 to 9:45
6	Pathways MISI	HIC	Develop timeline and meeting schedule	9:45 to 9:50
7	Pathways MISI	HIC	Assign Tasks	9:50 to 9:55
8	Kristen Schreder		Wrap Up – Next Steps	9:55 -10:00

See attached NorCal CoC 2026 HIC/PIT Planning and Administration – Launch and Scope of Work Exhibit A

5. Items for Next Meeting

6. Adjournment

Next Regular PIT Committee Meeting
November 18, 2025
9 am – 10 am

NorCal CoC 2026 HIC/PIT Planning and Administration – Launch and Scope of Work

The **2026 HIC/PIT Planning and Administration Launch** is planned for the regular scheduled October 21, 2025 PIT Meeting instead of previous plan to meet during the week of October 13, 2025. During the October 21, 2025 meeting we will develop Work Plans for both the **2026 HIC** and **2026 PIT Count** that will include developing a meeting schedule and assignment of tasks between October 2025 and April 2026.

2026 HIC Planning

See below **Plan for Housing Inventory Consulting Services** T.E.A.C.H., Inc. has approved for the planning and administration of the **2026 HIC**.

The new HMIS System Administrator Pathways MSI has developed the **2026 HIC Scope of Work** we will use to assist the NorCal CoC to plan and administer the **2026 HIC**.

Plan for Housing Inventory Consulting Services

I. Introduction

Pathways MSI proposes to provide Housing Inventory consulting services to support the NorCal Continuum of Care in improving the accuracy, completeness, and usability of Housing Inventory data for the 2026 reporting year. This initiative will strengthen regional coordination, enhance provider engagement, and ensure reliable data for planning and funding decisions.

II. Scope of Work

1. Stakeholder Engagement

- Facilitate collaboration with stakeholders from all participating NorCal CoC counties.
- Convene bi-monthly meetings with county representatives to monitor progress, validate provider data, and address emerging challenges.
- Provide ongoing technical assistance and strategic guidance to county leads.

2. Provider Outreach and Participation

- Identify and engage all housing providers serving individuals experiencing homelessness across the seven-county region.
- Conduct office hours before and immediately after the Housing Inventory date to orient housing providers to data collection requirements and answer their questions about the inventory process.
- Ensure full participation in the Housing Inventory process by all eligible providers.
- Promote understanding of Housing Inventory requirements and encourage timely, accurate submissions.

3. Reporting and Analysis

- Produce a comprehensive Housing Inventory Report that illustrates the capacity and distribution of homeless housing resources across the region.
- Include analysis of trends, gaps, and opportunities for system improvement.

III. Deliverables

- Comprehensive listing of all homeless housing providers within the NorCal Continuum of Care, along with current valid contact information
- Final Housing Inventory Report with regional analysis.
- Guidance materials and documentation for providers

IV. Project Management and Staffing

The project will be led by Pathways MISI staff with expertise in HMIS, Housing Inventory methodology, and provider engagement. Staff will coordinate closely with CoC and county representatives and providers to ensure successful implementation.

V. Timeline

Project activities will begin in October 2025 and continue through the Housing Inventory submission deadline at the end of April 2026. Bi-monthly meetings will be scheduled throughout the project period.

2026 PIT Count Planning

See below **Plan for Point In Time Consulting Services** T.E.A.C.H., Inc. has approved for the planning and administration of the **2026 PIT Count**.

Simtech Solutions has developed the **2026 PIT Scope of Work** we will use to assist the NorCal CoC to plan and administer the **2026 PIT Count**.

2026 PIT Scope of Work

- 1.1 Subject to the terms and provisions of this Agreement (the “Agreement”), Simtech Solutions Inc. agrees to provide the following technical resources in support of the Client’s objective of conducting an efficient and accurate Point-in-Time (PIT) homeless census for the CA-516 - NorCal Continuum of Care:
 - Access to the Counting Us mobile app that includes the following key features:
 - HUD-compliant Point in Time survey collection for individuals and households from the app that is available for download from both Google Play and the Apple App Store.
 - Observation Tally to gather information from people who cannot be engaged.
 - Support for data entry via any web browser from <http://Counting.Us>.
 - Ability to assign GPS coordinates to the location of each interaction.
 - Ability for the Counting Us app to work without an Internet connection or cell service. Surveys can be saved as “Drafts” and submitted later.
 - Point-in-Time Regional Command Center, which includes the following key features:
 - Ability to change the counting activity from being in “pre-count” mode to “live” mode to enable users to field test the app before the date of the count.
 - The collection and display of data submitted from the Counting Us mobile app in real-time in dashboard, map, and list views. This enables Count Administrators to monitor the quality of incoming data and address issues as needed.
 - Tools for PIT Count Administrators to revise the submitted survey and tally responses as necessary.
 - Ability to produce HUD-compliant Point-in-Time Reports over data collected from sheltered and unsheltered populations.
 - A data export in Microsoft Excel or Comma-Separated Variable (CSV) format.
 - A map-based interface to support the ability to produce Point-in-Time reports by county, city/town, census tract, or zip code.
 - Access to the data within the command center for up to one year from the date of this Agreement. Access to this data will be extended if the Client continues to renew this agreement or execute another agreement in subsequent years.

2.1 Subject to the terms and provisions of this Agreement (the “Agreement”), Simtech Solutions Inc. agrees to provide the Client with ongoing technical consulting services in support of the Client’s Point-in-Time count.

- Virtual help desk support to address technical issues and respond to questions from the designated Technical Lead.
- Upon request, the Client will be provided up to one hour of virtual training to Count Administrators and “team leaders” to prepare for the count.
- Templates for posters and training materials to accompany the usage of the Counting Us app.

Simtech Solutions Expanded Scope of Work for Professional Services

Work to be performed in support of the point-in-time count may include, but is not limited to, the following services:

- A. Preparation for the Count
 - a. Planning and preparing for the 2026 Sheltered & Unsheltered PIT.
 - b. Working with the NorCal CoC PIT Committee and individual county’s advisory boards utilizing Simtech’s Jurisdictional Leads framework for PIT Planning.
 - c. Designate a point person to lead project management efforts and planning with NorCal CoC.
 - d. Coordinate with PIT Committee to review existing custom survey questions and finalize both Unsheltered and Sheltered PIT Surveys.
 - i. Coordinate with CoC Lead Entity to determine what specific information might be necessary to include in the surveys for subregional reporting.
 - e. Provide paper surveys for both Unsheltered and Sheltered surveyors.
 - f. Work with PIT Committee to determine and implement PIT methodology, updating as needed if necessary.
 - g. Work with Jurisdictional Leads and Regional Administrators to develop deployment strategy for the day-of counting.
- B. Implementation & Technical Assistance
 - a. Implement and comply with HUD data gathering requirements and PIT Committee-approved methodology.
 - b. Serve as System Administrator of the Counting Us App.
 - c. Attend and provide updates to NorCal CoC Advisory Board meetings when necessary.
- C. Training
 - a. Coordinate and provide training to Jurisdictional Leads and regional administrators on the planning, deployment, and usage of the Regional Command Center.
 - b. Provide an hour of training to surveyors which will be recorded for those unable to attend.
- D. Conducting the Count
 - a. Provide technical assistance and support during the live count.
 - b. Ensure full functioning of both the app and Command Center during the count.
- E. Post Count
 - a. Provide training and support for NorCal CoC and Jurisdictional Leads to work on data cleanup and deduplication of client records.
 - b. Coordinate with NorCal CoC HMIS System Administrator, Pathways MISI to provide guidance for their PIT data and reports.
 - c. Provide preliminary draft numbers to NorCal CoC for comparison and review ahead of the submission to HUD HDX.
 - d. Collaborate with NorCal CoC to joint-author the annual PIT report, including subregional county-specific data.