



October 16, 2025

Executive Board & All Member Meeting Minutes
(Approved: November 20, 2025)
1:00 pm to 1:30 pm & 1:30 to 3:00
112 East 2nd Street, Housing Program Office
Alturas, CA 96101

October 16, 2025

Join Zoom Meeting

<https://us02web.zoom.us/j/87698317560?pwd=k457GFRJUDIniwnkyLWWmequ17BW6M.1>

Meeting ID: 876 9831 7560

Passcode: 541563

Teleconference Locations:

Plumas County
PCIRC
591 Main Street
Quincy, CA 95971

Siskiyou County Behavioral Health
2060 Campus Dr.
Yreka, CA 96097

Del Norte County Health and Human Services
455 K Street
Crescent City, CA 95531

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

Shasta County
The Salvation Army Redding Corps
2691 Larkspur Lane
Redding, CA 96002

Sierra County Behavioral Health
706 Mill Street
Loyalton, CA 9611

Executive Board Members

Cathy Rahmeyer,
County of Plumas, Chair

Maddelyn Bryan,
County of Siskiyou,
Vice Chair

Michael Coats,
County of Del Norte

Grace Poor,
County of Lassen

Tom Sandage,
County of Modoc

Major Tammy Ray,
County of Shasta

Sheryll Prinz-McMillan,
County of Sierra

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** - Roll call. Quorum established. Members present: Maddelyn Bryan, Michael Coats, Grace Poor, Major Tammy Ray, Alternate Tiffany Martinez represented Modoc County. Attendees: Kristen Schreder, Teddie Pierce, Jamie Northrup, Denise, Jessica Gwerder-Lucero, Dustin Rief, Emily Kerr, Deborah Bruschi, Nancy Ogren, Sara Spence, Sarah Evans, Sara Johnson, Crystal Spencer, Cole Azare, Melissa Taiji, Rebecca Peconom, Carol Madison, William Matson and Chris Sage, Kristen Quade, Sarah Prieto, Trejuan Howard, Laura McDuffey, Luisa Inano, Nicole Smith, Maggie Joyce, Nikki Kates, Brett Lindsey.
2. **Public Comments (limited to 3 mins. per comment)**
Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes. There was no public comment.

1:00 Executive Board Meeting Agenda Items

3. Action Items

- I. **Action Item – Review and Approve September 18, 2025, Executive Board Meeting Minutes.**
Attachment “A” – Draft September 18, 2025 Executive Board Meeting Minutes.
Motion to Approve by Major Tammy Ray, Second by Denise, four in favor, none opposed, one abstained. Motion passed.
- II. **Action Item – Review and approve proposed HMIS and Coordinated Entry Release of Information (ROI), Data Collection Elements and List of Participating Agencies.**
Revisions to the Release of Information (ROI) were presented to the HMIS Committee for approval on October 6, 2025. Committee members approved the proposed documentation with recommended edits that were made and distributed back out to HMIS Committee members to present to the EB for approval. The data elements and participating agencies were moved to separate documents. ROI revisions made in yellow highlights.
Attachment “B” – NorCal CoC HMIS and Coordinated Entry Release of Information (ROI), Data Collection Elements and List of Participating Agencies.
The meeting focused on reviewing and approving an updated Release of Information (ROI) document for the HMIS system. Teddie explained that the changes were made to accommodate additional agencies needing access to data, particularly the veteran’s services office and a member of the Board of Supervisors. The group discussed several language edits and additions to the participating agencies list, including correcting the name of Lassen County Health and Social Services and adding The Salvation Army of Redding. Michael raised a final point about the listing of the County of Del Norte. Motion to Approve by Grace Poor with the discussed changes, Second by Tiffany Martinez, All in favor, none opposed. Motion passed.
- III. **Action Item - Review and approve proposed “Locally Mandated HMIS Data Elements Policy”**
Proposed policy was presented to the HMIS Committee for approval on October 6, 2025.
Attachment “C” Proposed “Locally Mandated HMIS Data Elements Policy”
Teddie explained that Pathways has provided a cheat sheet for users to work from. HUD has gone through a change. They not want to take away the gender field, or make it optional, and instead are gathering the sex instead. The board discussed whether or not they want to keep the gender field in addition to the sex field. It was



discussed that having that option is a good idea in the event of future changes. In addition, it was discussed that having the gender field can also be inclusive of the LGBTQ+ community. Motion to Approve by Grace Poor, Second by Michael Coats, All in favor, none opposed. Motion passed.

IV. Action Item – Review and approve the 2025 PIT Report.

Simtech Solutions was contracted to provide the Counting Us mobile App used for the 2025 PIT Count and prepare a summary PIT Report. Administrative services were provided by PCIRC and United Way of Northern California reported the 2025 PIT and HIC to HUD and worked with Simtech Solutions to provide data for the 2025 PIT Report.

Attachment “D” 2025 NorCal CoC PIT Report

The meeting focused on reviewing and approving the 2025 PIT report, with Kristen introducing the document and thanking Maddelyn for her editorial contributions. This was the first Simtech prepared the PIT report, they previously were only used for the Counting Us app. Kristen asked for everyone to let her know if there is any data they would be interested in seeing on a county specific report. The group discussed potential improvements to the PIT count, including considering a different time frame to improve accuracy, and agreed to make grammatical edits to the report. The group also discussed that the PIT count is a one day snapshot and has many challenges which reflects on the importance of having good real time data in HMIS. Motion to Approve by Maddelyn with suggested improvements, Second by Tiffany, all in favor, none opposed. Motion passed.

1:30 NorCal CoC All Member Meeting

4. Presentation - Pathways-MISI

Pathways-MISI staff introduction, updates on services provided. Designated as the HMIS System Administrator by the Executive Board on September 18, 2025.

Staff attend the meeting virtually for introductions and answer questions regarding the administration of the multi-county HMIS. You can learn more about the Pathways-MISI [by reviewing this web link](#). Send email to support@pcni.org

Pathways Community Network Institute introduced their team, who will be taking over as HMIS administrators for the NorCal CoC. Bill Matson, the Executive Director, gave an introduction of Pathways-MISI and their partnerships across the county. Trey Howard and Luisa Inano introduced themselves, they work on the technical assistance for Pathways. Chris Sage, the lead HMIS coordinator for Montana CoC and HMIS transition team leader for NorCal, announced that a new full-time HMIS admin will start on October 20th to address issues identified in the ICA's HMIS assessment, including project configurations and data quality. They will also be addressing our State of California Performance Measure Report. Chris confirmed that the sex and gender fields have been made available in HMIS and should be accessible currently. Teddie explained that Pathways-MISI is the HMIS administration company, while TEACH will serve as the HMIS lead, handling contracting and federal reports. She also mentioned that they are revising user agreements, consolidating support through a portal, and reassigning unused user licenses to active users. Pathways has a support portal that users have access to. Teddie emphasized the importance of continuing to enter data into the system, explaining that the LSA report is crucial for securing federal funding. She mentioned that Pathways will be sending out new user agreements for electronic signatures. Kristen provided an update on the housing inventory count for 2026, stating that Pathways-MISI will assist with acquiring this information. Teddie clarified that paper forms will be updated



once the 2026 data standards manual is completed, which may be delayed due to the shutdown. She also announced plans for street outreach training sessions with a national expert in early November.

5. Reports

- I. **Coordinated Entry** – Teddie Pierce, T.E.A.C.H., Inc. status update, ROI, Street Outreach Policies & Procedures
Teddie is scheduling with Jonathan Danforth out of Houston to do a couple two-hour training sessions on Street Outreach in early November. Teddie discussed the need to streamline coordinated entry processes in light of potential funding cuts, including a 70% reduction in PSH and coordinated entry funding. She announced an upcoming meeting on November 7 to discuss essential data fields, the possibility of not using VISPDAT, and the transition to a new coordinated entry system. The new CoC NOFO may not come out until January 2026. Kristen provided updates on current funding for HUD and Housing Partners 2 projects, emphasizing the need for future planning. Both highlighted the importance of maintaining good data quality and performance measures, with Teddie mentioning a new state guidebook on recovery housing and upcoming presentations on performance data.

II. 2026 HIC/PIT Planning and Administration - T.E.A.C.H., Inc.

Kristen discussed the 2026 PIT and HIC planning, explaining that TEACH partnered with Pathways-MISI who will do the extra work to handle the HIC count. They will utilize the data in HMIS to reach this goal. The PIT Committee will be responsible for finding all of the agencies that should be included and work hand in hand with Pathways for an accurate HIC count. T.E.A.C.H. has contracted with Simtech Solutions who will assist with the PIT count app, training and technical assistance. Counties and agencies should offer input as to what county specific data they would like included. Siskiyou requested demographic information by county for future reports, including race, gender, age, veterans status, and chronically homeless data. Tiffany suggested including vehicle and makeshift shelters in the PIT count for Modoc County, and Kristen confirmed plans for county-specific reports in future PIT data.

III. T.E.A.C.H., Inc. – Information

Proposed Three-Month Plan October-December 2025, to include

- 1) State of CA and HUD System Performance Measures
- 2) Policy Revision/Development based on HUD and State policy changes
- 3) 2026-27 Budget Development – more information to follow November

Future reports will outline our goals and the methods we plan to use to measure progress.

Kristen shared updates on the 3-month plan for October through December, focusing on three key topics: data and system performance measures, policy revision development, and budget planning. She noted that specific goals for these areas are still being developed, but the team aims to propose a budget for the 26-27 fiscal year by December. Kristen also mentioned that current funding is sufficient to operate through September next year, but changes in HHAP funding will reduce available funds for system support in the future.

IV. Performance measures added to HHAP-5 contracts, see attached updated HHAP 5 monthly Report Attachment E – Draft NorCal CoC Monthly HHAP-5 Report

The team discussed performance measures added to HHAP 5 contracts, with Teddie providing an overview of the updated monthly reporting process. Teddie explained the new reporting process for HMIS data, which will be project-based and include metrics such as newly enrolled, active, and exited clients. The reports will be due



monthly, but there was a discussion about potentially changing the data reporting frequency to quarterly while keeping the fiscal reporting monthly. Kristen and Maddelyn raised concerns about the burden of frequent reporting and the need to balance data quality with staff workload. The group discussed the timing of quarterly reports, with Siskiyou expressing concern about the 15-day turnaround time and suggesting a longer period for subgrantees. Kristen explained the rationale for the 15-day deadline and mentioned ongoing work on report drafts. They also discussed the new data requirement, which only affects HHAP-5 funded projects and is intended for internal monitoring rather than state reporting.

V. Governance Charter Work Group - Next Meetings

October 23, 2025 12:00 to 1:30,

November 13, 2025 12:00 to 1:30

December 11, 2025 12:00 to 1:30

Amendments to the Governance Charter are anticipated to be ready for approval by January 2026. Two people, Ellen and Natalie, from HUD funded Technical Assistance are helping with amendments.

VI. Data/Performance Work Group – Data review meeting to begin late October 2025

Conversation on the Beta Performance Work Group, where Teddie explained plans to analyze and explain complex performance measures from the state of California in November.

6. NorCal CoC Members and County Updates

The meeting focused on updates from various county representatives, with Michael reporting staffing progress at their permanent supportive housing project and awaiting state funding for additional programs. Tammy suggested including success stories from those served in future meetings, which led to a discussion about having clients share their experiences, either in person or through a newsletter. Kristen shared her appreciation for a recent tour of Siskiyou County's facilities, emphasizing the importance of seeing firsthand the work being done across the COC.

7. Items for next meeting.

8. Adjournment

The conversation ended with a motion to adjourn, with all members agreeing.

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 the T.E.A.C.H., Inc. at (530)233-3111 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting.

Next Scheduled Executive Board Member Meeting

November 20, 2025 1pm – 3pm