



NorCal CoC PIT Committee Meeting Minutes

November 18, 2025

(Approved: December 4, 2025)

9:00 am to 10:00 am

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

November 18, 2025

9:00 am to 10:00 am

<https://us02web.zoom.us/j/85460102257?pwd=4eBvtTDoQxb2BGp1Td96siqw14vE0P.1>

Meeting ID: 854 6010 2257

Passcode: 603714

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

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

PIT Committee Members

Maddelyn Bryan,
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 - Roll call, Quorum established. Members present: Nicole Lamica, Rebecca Green, Kristen Quade, Emilly Clark. Alternate Sarah Evans represented County of Siskiyou, Alternate Lesha Schaefer represented County of Shasta.

Attendees: Matt Simmonds, Will Simmonds, Seth Maneja, Derek Smith, Connor Stevens, Daniel Howland, Katie Fesperman, Michael Coats, Chris Sage, Rachel Alvey, Marci Kennedy, Kristen Schreder, Jamie Northrup.

2. Public Comments (limited to 3 mins. per comment) - No public comments.



3. Discussion PIT Count Planning & Admin

I. Discuss proposed Schedule of Activities to be presented by Simtech Solutions

The meeting focused on the proposed schedule of activities by Simtech Solutions, with Matt presenting key details about volunteer recruitment and the Counting Us app. He emphasized the importance of internal staff and nonprofit partnerships for recruitment, and outlined plans for a volunteer registration portal with a January 26th count date. Matt also discussed the known location survey tool within the Counting Us app, which will help determine population density across counties, and addressed concerns about custom survey questions, noting that modifications can be made until mid-January.

Matt explained the process for conducting point-in-time homelessness counts, including the use of a volunteer registration portal and mobile app to organize surveyors and monitor the count. He emphasized the importance of using historical data, existing maps, and local knowledge to identify locations and estimate the number of people experiencing homelessness. Matt also discussed the roles and responsibilities of jurisdictional leads and count team leads, highlighting the need for local involvement and data collection to ensure accurate and reliable estimates.

The team discussed volunteer deployment for encampment counts, with Matt explaining that while they collect volunteer demographic data, human decision-making is still needed to match volunteers with appropriate locations based on factors like terrain and experience. Matt demonstrated their Show the Way app, which is used for ongoing data capture of people experiencing homelessness, and mentioned that the next monthly training session would be held on December 6th.

Kristen Schreder discussed plans to organize a demonstration of the Show the Way app for community members and shared Matt's insights on using data tools for targeted outreach and understanding the homeless population better. Matt emphasized the importance of integrating different tools and exercises to improve data accuracy. They also discussed the need for jurisdictional leads and PIT count leads, with Kristen highlighting the importance of having multiple people in these roles to distribute responsibilities and avoid overburdening individuals.

Lesha and Kristen discussed the oversight of app work, with Matt explaining that a designated person would manage the Continuum of Care data, collaborate with jurisdictional leads, and ensure accurate reporting to HUD. Matt demonstrated the Counting Us app's functionality, including data entry, regional management, and team assignments, and emphasized the importance of regional leads. Kristen noted the need to assign regional leads. Matt provided a link for interested individuals to register and create accounts.

The meeting focused on the need for a PIT (Point-in-Time) count lead to replace Dawn who is retiring.

Kristen emphasized the importance of this role and requested volunteers, offering to email out the responsibilities and details to all county COCs. Matt clarified the role's duties, explaining it involves overseeing the count process at a global level and coordinating with regional leads. Rachel inquired about the specific responsibilities of the count lead, and Matt and Kristen provided further clarification. They also discussed the help desk system in place to support the count process, with Matt mentioning the team from Simtech available to assist.

II. Unsheltered and Sheltered Surveys. Committee members consider recommending questions to be reviewed at a future meeting TBD.

Exhibit A. 2025 Surveys and provide recommendations at a future meeting TBD.

The team discussed survey revisions for sheltered and unsheltered populations, with Matt proposing a special meeting on December 4th or an alternative date to review survey questions with his team. The team also discussed the importance of generating accurate data to inform local practices. The group discussed survey question alignment with the Counting Us app, with Matt emphasizing the importance of following the established protocol using the default survey instrument and track changes. Kristen Schreder proposed December 4th as a meeting date for input on survey questions, which was confirmed by several participants. Kristen and Matt agreed to work offline on setting up the December 4th meeting. Lesha raised questions about shelter definitions and question language changes, which Matt suggested would be discussed in the next meeting.

III. County Specific Data Collection. Review 2025 PIT Report Homeless Census & Survey 2025 Executive Summary to consider which questions to include in PIT survey and report data by County. **Exhibit B 2025 PIT Report Homeless Census & Survey 2025 Executive Summary (2 pp.)**



Kristen emphasized the need for county-level data reporting and requested volunteers to participate in the survey revision process.

HIC Planning & Admin.

IV. HIC County Responsibilities. Volunteer Leads and alternates for each County will oversee the PIT Sheltered Count and HIC process. Identify organizations and projects in the NorCal CoC that need to be included in the 2026 HIC, assist with follow-up if needed.

Exhibit C. See attached list of all organizations and projects that were in the 2025 HIC, separated by city and county (Previously provided)

Exhibit D. HIC Project Type Reference Sheet

The team discussed the HIC (Homeless Information Count) process and reviewed a list of project types from Pathways. They clarified that shelter surveys are required for emergency shelter, transitional housing, and safe haven programs, but not for rapid rehousing, permanent supportive housing, or other permanent housing. Seth and Daniel are working on contacting providers to collect HIC information, with an email blast planned for later this week or early next week. The team also discussed the need to identify and include any missing permanent supportive housing programs, as well as safe parking programs and sanctioned encampments. Emily asked when the missing agencies and projects are needed, it was determined that this information is needed as quickly as possible.

V. Regional Leads for PIT and HIC Count Responsibilities. Confirming the volunteers identified on 11/6/25.

Exhibit E Jurisdictional/Regional Lead Responsibilities. (Previously provided)

Seth requested contact information for the HIC leads.

PIT Regional Lead and Alternate and HIC County Lead and Alternate

Co	PIT Regional/County Lead	PIT Regional/Co Alternate	HIC County Lead	HIC County Alternate
DN	Michael Coats	Rebecca Green		
LS	Nicole Lamica	Grace Poor		
MO	Emilly Clark	Nikki Kates	Nikki Kates	Emilly Clark
PL	Kristen Quade	Ashley Simpson		
SH		Megan Preller	Marci Kennedy	
SI	Barbara Daughtrey	Carey Russell		
SK	Maddelyn Bryan	Sarah Evans		

VI. PIT Count - HIC Next Steps - Kristen will be following up with Daniel and Seth to provide contact information for the jurisdictional leads. Daniel and Seth will be sending out notices to everyone and personally following up with agencies. Simtech will assist with developing questions for the sheltered and unsheltered

surveys. There will be clarification on which projects will be doing sheltered surveys.

4. Items for Next Meeting - Review of survey questions. County-level data reporting.

5. Adjournment 10:02 am

Approved meeting schedule:

Regular and Special PIT Committee Meeting Schedule

Thurs. December 4 from 2-3,

Tue. December 16, 9-10,

Tue. January 6, 9-10

Tue. January 20, 9-10