



NorCal CoC Special PIT Committee Meeting Minutes

December 4, 2025

2:00 pm to 3:00 pm

(Approved: December 16, 2025)

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

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<https://us02web.zoom.us/j/86200267207?pwd=sLNa4e8YzTSQQrs9k1OZ7iRoq30MCA.>

1 Meeting ID: 862 0026 7207

Passcode: 469943

**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 - 2:02. Members present: Maddelyn Bryan, Nicole Lamica, Rebecca Green, Kristen Quade, Emilly Clark, Marci Kennedy representing Shasta County.

Attendees: Jamie Northrup, Kristen Schreder, Dawn Pittore, William Matson, Sarah Evans, Kevin C., Connor Stevens, Derek Smith, Nikki Kates.

The group confirmed a quorum for the meeting and noted updates to advisory board membership, with Maddelyn reporting her transition to a full member and Steve Bryan as her alternate.

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

3. Action Items

I. Action: Approve November 18, 2025 PIT Committee Meeting draft minutes (Exhibit A) - Motion to approve by Kristen Quade, Second by Emilly Clark. All in favor, none opposed. Motion passed.

PIT Planning

Today's meeting will primarily include working with Simtech Solutions on revising the PIT Surveys to use for 2026.

4. Discussion

I. Review Unsheltered and Sheltered Surveys. Committee members work with Simtech Solutions to consider survey questions, revisions

Exhibit B. 2025 Surveys (previously provided)

The meeting focused on reviewing and improving a survey system, with Maddelyn and Kristen highlighting issues with the current structure, particularly for households with multiple members. Kevin, representing SimTech, acknowledged these concerns and agreed to discuss potential solutions with his team, including the possibility of restructuring the survey flow to improve efficiency and user experience. The group also discussed the need for better alignment between paper surveys and the digital system, with Maddelyn emphasizing the importance of allowing surveyors to submit partial surveys when individuals leave before completing the entire process.

The group discussed survey language for the point-in-time count, focusing on how to phrase questions about previous interviews and sleeping arrangements. They agreed to ask about sleeping arrangements on the night of January 26th, with Emily confirming the phrasing. The committee also discussed concerns about how to ask the gender question, with Kristen noting they want to keep both sex and gender questions while Kevin explained data collection requirements. The group decided to leave the sex question as is for now but agreed to ask for initials instead of names to maintain anonymity, with Rebecca and Dawn supporting this approach.

The team discussed survey design, focusing on name collection and deduplication strategies. They agreed to make name collection optional but clearly labeled, with initials as an alternative, to balance privacy concerns and data quality. Kevin explained that sheltered and unsheltered surveys would be separate, and Kristen outlined plans to coordinate shelter surveys with Pathways and member COC advisory boards. The team also reviewed questions about vehicle and makeshift shelter types, deciding these were not relevant for their purposes.

The group discussed modifications to a survey app for sheltered and unsheltered individuals. Maddelyn suggested adding a question about where people slept to determine which survey to use, but Kevin explained this wasn't possible this year. They agreed to keep the current survey structure but modify the note for volunteers when a sheltered survey is needed. The group decided to leave certain questions about RV conditions in the survey for now, with plans to revisit if the survey



becomes too lengthy. They also discussed the possibility of color-coding responses in the template, but Kevin clarified that this wasn't feasible in the app. Finally, Kristen suggested editing the survey and then sending it back to the group for review and potential reordering of questions.

The team discussed survey questions, focusing on simplifying and clarifying certain sections. They agreed to remove a question about vehicle occupancy as it wasn't relevant. For age-related questions, they decided to keep only one question asking for age, which would automatically calculate the age range. The group also discussed homelessness history questions, particularly how to phrase questions about length of time in the community. They considered using specific time ranges to better capture data and allow for comparison over time.

The group discussed edits to a survey about homelessness, focusing on removing a question about previous addresses and adding a new question about age of first homelessness experience. Kevin agreed to make these changes and send updated versions of both sheltered and unsheltered surveys. The team also discussed the need to get more people signed up for the volunteer portal, currently at 5 participants. Kristen committed to following up with county leads and sending out survey revisions for review.

The group discussed how to phrase questions about substance use disorder in a homelessness survey, focusing on whether to ask about current use versus past diagnosis. Kevin explained that HUD primarily cares about long-term impairments, suggesting a single question about substance use that affects ability to live independently. The group agreed to keep the current question wording for now and add a separate question about juvenile justice placement, while keeping the existing foster care question. They also decided to maintain a question about disability benefits to identify gaps in benefit access for people with disabilities.

The team discussed updates to a homelessness survey, focusing on improving questions about reasons for homelessness to capture more nuanced data. Kevin agreed to revise the survey draft by Monday, incorporating previous survey data and community-specific considerations. The group also addressed logistical challenges around survey timing and outreach coordination, with Nicole highlighting the need to finalize exact dates to avoid conflicts with planned events. Kristen committed to following up with Kevin and Simtech on the exact survey launch date and duration, while also planning to email a summary of the meeting's outcomes and next steps to the team.

II. 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 C 2025 PIT Report Homeless Census & Survey 2025 Executive Summary (2 pp.)**

III. Simtech Solutions identified key action items that need to be focused on.

- 1) The Volunteer Registration Portal is live at <https://norcal.pointintime.info/>. We still need jurisdictional leads to register for the count. As of today, we only have four people signed up.
- 2) The geographic coverage areas for each county need to be defined. Kevin (CCd) is working on that now. Currently only Shasta has been defined (See below).
- 3) We have recruiting materials to share with the understanding that people may want to tailor these to meet local needs or create their own.
- 4) Regional count admin(s) need to be chosen and given access to the command center. We are in the process of creating a roles and responsibilities for Regional Count Admins document to share.
- 5) Outreach teams and others should be identifying known locations.

All supporting materials are being posted to <https://pointintime.info/volunteer/norcal-point-in-time-count/norcal-jurisdictional-leads/>. We will review this site together and continue to add to it.



5. HIC Planning

A smaller portion of time during the meeting today will be used to discuss the HIC Planning. See Exhibit E which provides details about the County HIC Lead responsibilities and work with Pathways.

I. 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.

Provide Seth and Daniel by **December 9, 2025**, with the names of programs for “all homeless-dedicated beds and programs operating by organizations in your county that are missing from the 2025 HIC List of Projects, **regardless of funding source and including those not currently participating in HMIS**. These would be programs **that are not included in the 2025 HIC** that meet the attached criteria, “Project Type Reference Sheet”

Seth will attempt to reach out to all providers by December 12, 2025 to allow time to follow-up with those who were only left voicemails or have not yet responded prior to the January 9, 2026 deadline. Once the data is gathered, Pathways will be updating the data in HMIS and it will be used to update the HIC in HDX for the HUD submission

Exhibit D HIC Project Type Reference Sheet (Previously provided)

Exhibit E December 2, 2025 HIC Planning Update attached (new) Includes important HIC Planning information (new)

Exhibit F Housing Inventory 12/2/25 separated by city and county (new)

Exhibit G List of programs that will require a Sheltered Survey (new)

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	Lesha Schaefer	Megan Preller		
SI	Barbara Daughtrey	Carey Russell		
SK	Maddelyn Bryan	Sarah Evans		

II. PIT Count - HIC Next Steps

6. Items for Next Meeting



7. Adjournment

Approved meeting schedule:

Regular and Special PIT Committee Meeting Schedule

Tue. December 16, 9-10,

Tue. January 6, 9-10

Tue. January 20, 9-10