



**NorCal CoC Special PIT Committee Meeting Minutes  
(Date Approved: January 20, 2026)**

**January 6, 2026**

**9:00 am to 10:00 am**

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

**NorCal CoC Special PIT Committee Meeting**

**January 6, 2026** 9:00am to 10:00am

<https://us02web.zoom.us/j/87491070872?pwd=iDdI0V0PAN8PaUOivYUe2FYb615LhV.1>

Meeting ID: 874 9107 0872

Passcode: 083217

**PIT Committee Members**

Y	<b>Maddelyn Bryan,</b> Chair County of Siskiyou	Y	<b>Grace Poor, as Alternate &amp; Nicole Lamica,</b> Vice-Chair County of Lassen	Y	<b>Barbara Daughtrey,</b> County of Sierra
Y	<b>Rebecca Green,</b> County of Del Norte	Y	<b>Kristen Quade,</b> County of Plumas	Y	<b>Emilly Clark,</b> County of Modoc
		Y	<b>Megan Preller,</b> County of Shasta		

Attendance Y or N

**Teleconference Locations:**

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

**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](mailto:cmadison@teachinc.org) that will be read into the record.



**1. Call to Order/Quorum Established/Introductions** - 9:05 am. All members present: Maddelyn Bryan, Barbara Daughtrey, Rebecca Green, Kristen Quade, Emily Clark, Megan Preller, Alternate for Lassen County Grace Poor present for first half of meeting, Nicole Lamica present for Lassen during second half of meeting.

Attendees: Kristen Schreder, Jamie Northrup, Michael Coats, Daniel Howland, Nathan Andrade, Seth Maneja, Rachel Alvey, Connor Stevens, Matt Simmonds, Dawn Pittore, Nikki Kates, Carey Russel.

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

### **3. Action Items**

#### **I. Action: Approve December 16, 2025 PIT Committee Meeting draft minutes Exhibit A**

Motion to approve by Kristen Quade, Second by Barbara Daughtrey. 5 in favor, none opposed, one abstention. Motion passed.

#### **II. Action: Approve the 2026 Unsheltered PIT Survey draft (to be converted to the Sheltered version)**

##### **Exhibit B – Unsheltered PIT Survey**

The most recent draft of the unsheltered PIT Survey was emailed to PIT Committee members and additional volunteers on December 19. The deadline for providing suggested revisions was December 29 and no additional written suggestions were provided.

Simtech will create the Sheltered PIT survey based on the approved Unsheltered version and make edits to the Counting Us app.

The group discussed the unsheltered count survey. The team discussed survey procedures for unsheltered and sheltered individuals. The team clarified that training videos are available to explain when to use each survey type, emphasizing that the unsheltered count is for literal homeless situations only.

The team discussed the timing of the shelter count app. Matt explained that while the 7-day follow-up period is standard, they have flexibility with the exact timing, especially since HUD doesn't require detailed transaction data. The team also discussed the need to convey the 7-day follow-up period to everyone involved.

Motion to approve by Michael Coats, Second by Kristen Quade. All in favor, none opposed. Motion passed.

### **4. Discussion**

#### **PIT Planning**

##### **I. Simtech Solutions identified key action items that need to be focused on.**

**1) Volunteers** Add volunteers to the Counting Us App by sharing the Volunteer Registration Portal at <https://norcal.pointintime.info/>

##### **2) County Leads Roles and Responsibilities**

a. County Leads have been added as jurisdictional leads in the command center. You will need to register an alternate as administrator for your county for the count.

b. See recruiting materials you can tailor to meet local needs or create their own.

c. Oversee outreach teams and others to identify known locations.



**NorCal CoC Point-in-Time Resources (Use link below to access resources)** Includes Training resources. All supporting materials are posted to link below.

<https://pointintime.info/volunteer/norcal-point-in-time-count/norcal-jurisdictional-leads/>

The meeting focused on planning and logistics for the upcoming point-in-time count. Key points included setting up the survey in the app, with a start date of January 26th and an end date of February 2nd for outreach workers, though volunteers will stop on the 27th. The team discussed volunteer recruitment and training, with Matt emphasizing the need to increase volunteer numbers and provide guidance on using the volunteer registration portal.

## **II. HIC Planning**

**1) Exhibit C HIC Planning Summary- provides details about the County HIC Lead responsibilities and work with Pathways.**

**2) HIC County Responsibilities.**

**a. 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 ASAP to Seth Maneja [smaneja@pathwaysmisi.org](mailto:smaneja@pathwaysmisi.org) and Daniel Howland, [dhowland@pathwaysmisi.org](mailto:dhowland@pathwaysmisi.org) the names of programs for all homeless dedicated beds and programs operated 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"

**b. Be sure to provide Seth and Daniel the list of all shelters that will require the administration of a Sheltered Survey that meet the definition of the following:**

- 1) Emergency Shelter
- 2) Transitional Housing
- 3) Safe Haven

**Exhibit D HIC Project Type Reference Sheet (Previously provided)**

**No Exhibits E & F**

**Exhibit G 12/11/25 Housing Inventory all project types (not including 12/31/25 Siskiyou edits)**

**Exhibit H 12/11/25 Housing Inventory Sheltered PIT List (not including 12/31/25 Siskiyou edits)**

Seth reported on progress with shelter and housing inventory count forms, with 27 forms submitted out of 97 programs. The group also discussed the need for consistent naming conventions for shelter programs and coordination between Pathways, Simtech, and counting us for shelter information.



### **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 Russel		
SK	Maddelyn bryan			

### **5. PIT Count - HIC Next Steps**

### **6. Items for Next Meeting**

Final confirmation of PIT App open and close dates/times.

### **7. Adjournment - 9:55 am.**

#### **Approved meeting schedule:**

Regular PIT Committee Meeting Schedule

January 20, 9-10

February, 17, 9-10