



Exhibit A

NorCal CoC PIT Committee Meeting Minutes

(Date Approved: February 17, 2026)

January 20, 2026

9:00 am to 10:00 am

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

NorCal CoC PIT Committee Meeting

January 20, 2026

9:00am - 10:00am

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

Meeting ID: 841 0111 8561

Passcode: 850758

PIT Committee Members

Y	Maddelyn Bryan, Chair County of Siskiyou	Y	Nicole Lamica, Vice Chair County of Lassen	N	Barbara Daughtrey, County of Sierra
Y	Michael Coats, Alternate County of Del Norte	Y	Kristen Quade, County of Plumas	Y	Emilly Clark, County of Modoc
		Y	Megan Preller, 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 that will be read into the record.



1. **Call to Order/Quorum Established/Introductions** - 9:02. Roll call. Quorum established. Six members present: Maddelyn Bryan, Nicole Lamica, Kristen Quade, Emilly Clark, Megan Preller, Alternate for Del Norte Michael Coats.

Attendees: Kristen Schreder, Jamie Northrup, William Matson, Michael Coats, Seth Maneja, Nikki Kates, Matt Simmonds, Nathan Andrade, Connor Stevens, Dawn Pittore.

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

3. **Action Items**

I. Action: Approve January 6, 2026 PIT Committee Meeting draft minutes

Exhibit A

Motion by Maddelyn Bryan. Second by Kristen Quade. 6 in favor. None opposed. Motion passed.

4. **Discussion**

2026 PIT and HIC Planning Update.

January 26, 2026 is approved PIT count date (“night of”) January 27, 2026 approved for Day of Count.

A. 2026 Surveys

The PIT Committee worked with Simtech Solution to update and approve the 2026 Sheltered and Unsheltered surveys. The Counting Us App includes the final surveys.

The team discussed updates on surveys, with Kristen confirming that Dawn Pittore would compare the mobile app to the paper survey. Matt provided information on the setup key for the Counting Us app, clarifying that it is not case-sensitive and explaining the registration process. As of the meeting, 90 people had registered for the event.

B. HIC Lists.

Pathways MISI has worked with the NorCal CoC to account for all homeless-dedicated beds and programs operated by organizations that need to be included in the 2026 HIC regardless of funding source and including those not currently participating in HMIS.

There are two HIC lists.

- 1) Total Project HIC list
- 2) Emergency Shelter and Transitional Housing List to use for Shelters who will require administration of a Sheltered PIT Survey

For questions about the HIC form and HIC lists please respond at your earliest convenience to Seth Maneja smaneja@pathwaysmisi.org

The team discussed the status of emergency shelter and transitional housing lists, with Seth reporting 85 out of 100 forms submitted and pending responses from several counties including Del Norte, Sierra, Shasta, and Plumas. Kristen Quade confirmed she had reached out to supervisors regarding Environmental Alternatives Family Services, while Michael agreed to schedule a follow-up call with Seth to discuss pending projects. The team emphasized the importance of completing the emergency shelter list accurately, as it needs to be imported into the Counting Us app for the sheltered pit survey, which will take place after the point-in-time count on the 26th.

The team discussed the process of updating shelter lists for the command center, with Matt demonstrating how to filter and export data using the web browser version. Seth agreed to work with Matt's team to provide the updated list, and they decided to continue using the import format for the command center due to its familiarity and the upcoming Wednesday deadline. Kristen Schreder mentioned that the next project would involve a total housing inventory count, including permanent housing, permanent supportive housing, and rapid rehousing, with a focus on accurate unit and bed counts.

The group discussed the inclusion criteria for permanent housing projects in homelessness counts and reviewed the process for the 2026 sheltered point-in-time survey. They addressed the use of the Counting Us app, with Matt offering additional training if needed, and clarified that local discretion is used when determining homelessness status for individuals living in RVs. The conversation ended with a discussion on the nuances of surveying individuals in various living situations, emphasizing the importance of capturing accurate data while accounting for gray areas in homelessness definitions.

C. 2026 Sheltered PIT Survey Count

The list of Emergency Shelter, Transitional Housing projects that will be used for the administration of a Sheltered PIT Survey will be distributed to each county by January 20, 2026 for use with the [County PIT & HIC Lead Responsibilities](#).

PIT and HIC County Leads will oversee the PIT Unsheltered and Sheltered Count for their county.

- 1) **Manage the Unsheltered Count, oversee outreach teams and volunteers to conduct Unsheltered PIT surveys.**
- 2) Add volunteers to the Counting Us App by sharing the Volunteer Registration Portal at <https://norcal.pointintime.info/>
- 3) Provide access to the Simtech Training about use of the Counting Us App and training regarding the responsibilities and roles of volunteers.
<https://pointintime.info/volunteer/norcal-point-in-time-count/norcal-jurisdictional-leads/>
- 4) County Leads have been added as jurisdictional leads in the command center. Leads will need to register an alternate as administrator for your county for the count.
- 5) **County Leads are responsible for the accuracy of the HIC List and Sheltered PIT Count.**
 - a. Review and confirm the two HIC Lists are accurate. Respond to Seth by January 21 with any corrections, additions or deletions.
 - b. Manage the administration of a Sheltered PIT survey using the Counting Us App for each person at each project on the ES & TH HIC List.

Matt demonstrated the Point inTime.info platform, showing how jurisdictional leaders can log in, view user registration, and manage teams. He explained that users can be assigned to teams and designated as team leaders, with the ability to view known locations and user concentrations. Matt suggested that for large encampments, a pre-count could be conducted to gather information before the official count, potentially saving time on the day of the count.

The team discussed how to input and manage homelessness data using a survey tool and map interface. Matt explained that teams could use the survey tool to collect known locations of homelessness before the official count, with data submitted either through the survey interface or via email to PIT@simtechsolutions.com. The team also reviewed how to create and access print-friendly maps on the jurisdictional lead page, which could include historical point-in-time information, though Matt noted limited data was currently available for non-locations.



The team discussed training materials and survey information, with Matt sharing that instructional videos and FAQs are available on the support page for account administrators and surveyors. Matt demonstrated how committee leads can access and view high-resolution maps by adjusting filters and overlays in the system, though the final maps are being completed offline. Megan inquired about comparing current maps to last year's known locations map, and Matt explained how to access and manipulate the maps to make comparisons.

Matt demonstrated how to manage teams and users in the system, focusing on adding and editing team members. He showed Emily how to create a new team, add users, and export information for tasks like sending emails or taking attendance. Connor was tasked with looking into a joining issue that some users were experiencing. Matt also explained that the count status feature in the app is not perfect and may not reflect all team members, emphasizing the role of team leads in managing attendance and roles.

The meeting discussed the process for managing volunteer-related inquiries and the role of jurisdictional and account leads in cascading responsibilities. Matt explained that individual volunteers should use the help desk (PIT@SimtechSolutions.com) for questions, while jurisdictional leads can provide feedback on guidance clarity to improve processes. Kristen Schreder highlighted the availability of Dawn Pittore and Rachel Alvey from Shasta County as experts for specific questions, with the option to escalate unresolved issues to Simtech. The group agreed to move forward with the agenda after confirming that all necessary information was shared.

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			

- 5. **PIT Count - HIC Next Steps**
- 6. **Items for Next Meeting**
- 7. **Adjournment - 9:58am.**

Next Meeting:
February, 17, 9-10