



**NorCal CoC PIT Committee Meeting Minutes**

**December 16, 2025**

**(Date Approved: January 6, 2026 )**

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

**112 East 2<sup>nd</sup> Street, Housing Program Office  
Alturas, CA 96101**

**NorCal CoC PIT Committee Meeting**

**December 16, 2025**

9:00 am to 10:00 pm

<https://us02web.zoom.us/j/84101118561?pwd=FfCl4dbsqF4D1sEVtsp4tas9byBCUJ1>

Meeting ID: 841 0111 8561

Passcode: 850758

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



**1. Call to Order/Quorum Established/Introductions** - 9:02. Members present, Maddelyn Bryan, Nicole Lamica, Rebecca Green, Kristen Quade, Emily Clark, Megan Preller.  
Attendees: Kristen Schreder, Jamie Northrup, Michael Coats, Connor Stevens, Kevin, Matt Simmons, Pathways Team, Simtech Team, William Matson, Sarah Evans.

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

### **3. Action Items**

**I. Action: Approve December 4, 2025 Special PIT Committee Meeting draft minutes (Exhibit A)** - Motion to approve by Kristen Quade, Second by Nicole Lamica. All in favor, none opposed. Motion passed.

#### **PIT Planning**

Today's meeting will continue to work with Simtech Solutions on revising the 2026 PIT Surveys.

### **4. Discussion**

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

**Exhibit B. 2026 Unsheltered Survey (updated)** - The team discussed the volunteer registration portal, which is now live but has only 14 registered users so far. They reviewed survey questions and discussed the use of both app and paper forms, with Simtech explaining that the app was built with HUD and requires individual household surveys due to its common household ID system. The team agreed to maintain paper forms as a backup in remote areas where app usage might be challenging. They also addressed how regional leads can access and manage volunteer registrations through the command center, with Simtech providing a link to the jurisdictional lead website for Northern California.

The group discussed survey questions for a homelessness study, focusing on whether to include a sexual orientation question and an address history question. They agreed to remove the address history question and keep the sexual orientation question, with Kristen Schreder requesting any additional suggestions for survey improvements. Simtech noted that the survey order might need custom development, and Kristen will work with them to finalize the survey. The group also discussed the importance of the paper survey for accurate data collection, especially in areas with limited internet access.

### **II. 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.
- 2) See recruiting materials to share with the understanding that people may want to tailor these to meet local needs or create their own.
- 3) 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.
- 4) Outreach teams and others should be identifying known locations.



**Exhibit C. List of 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/>

**Exhibit D Jurisdictional Lead Responsibilities and Timelines**

The meeting focused on training and logistics for a Point-in-Time survey app. Kristen confirmed that training materials and links would be provided, with both video recordings and live training options available. Simtech explained that the app requires internet only for initial download and data submission, with data securely wiped from local storage after submission. The group discussed privacy concerns, with Simtech clarifying that no personally identifiable information is stored on devices. Maddelyn raised questions about command center access, which Kristen and Kevin addressed by explaining regional admin capabilities and data visibility. The conversation ended with a discussion about scheduling additional training sessions, with Simtech offering one-on-one support and emphasizing the availability of jurisdictional lead resources and help desk assistance.

### **III. [HIC Planning](#)**

**Exhibit E HIC Planning - provides details about the County HIC Lead responsibilities and work with Pathways.** - The meeting focused on the Housing Inventory Count (HIC) planning and project naming conventions in the app. Kristen emphasized the need to clarify project naming standards with Pathways to avoid confusion, particularly for shelters in different counties. William provided an overview of the current HIC process, noting that while the number of projects hasn't changed significantly, there have been notable changes in the projects themselves. The team discussed the deadline for finalizing the HIC list by January 9th and the importance of reviewing and updating the list with any missing or new housing information. The meeting also addressed volunteer waiver requirements, with a discussion indicating that the digital consent form in the app would be sufficient.

### **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.**

Provide Seth and Daniel **ASAP** 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 F HIC Project Type Reference Sheet (Previously provided)**

**Exhibit G 12/11/25 Housing Inventory all project types (new)**

**Exhibit H 12/11/25 Housing Inventory Sheltered PIT List (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		

**V. PIT Count - HIC Next Steps**

**5. Items for Next Meeting**

**6. Adjournment - 10:02**

**Approved meeting schedule:**

Regular and Special PIT Committee Meeting Schedule

Tue. January 6, 9-10

Tue. January 20, 9-10