



NorCal CoC PIT Committee Meeting Minutes

(Date Approved: July 21, 2026)

April 21, 2026

8:45 am to 9:45 am

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

NorCal CoC PIT Committee Meeting

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8:45am to 9:45am

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

Meeting ID: 841 0111 8561

Passcode: 850758

PIT Committee Members

Y	Steven Bryan as Alternate, Chair County of Siskiyou	Y	Nicole Lamica, Vice-Chair County of Lassen		Barbara Daughtrey, County of Sierra
Y	Rebecca Green, County of Del Norte	Y	Kristen Quade, County of Plumas		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 - 8:50 am. Roll call. Quorum established. Attendees: William Matson, Kristen Schreder, Daniel Howland, Jamie Northrup, Seth Maneja, Matt Simmonds, Teddie Pierce, Connor Stevens, Nikki Kates.

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

3. Action Items

I. Action: Approve March 17, 2026 PIT Committee Meeting draft minutes - Exhibit A
Motion to approve by Kristen Quade. Second by Rebecca Green. Four in favor. One abstention. None opposed. Motion passed.

4. Discussion

2026 PIT and HIC Update

I. 2026 HIC/PIT List

- A. Review HIC and PIT draft list - Teddie Pierce
(Updated list will be shared during the meeting)
- B. Discuss year-over-year comparisons, additional projects added, enrollment utilization rates

Teddie Pierce reported that nearly all projects have been entered into the HUD repository, with only one or two still outstanding. She noted she has been comparing 2025 and 2026 HIC data and found significant year-over-year gaps in some figures, particularly wide drops and increases in bed counts that are not typical absent a funding change.

Teddie flagged that utilization rates for several transitional housing projects appear very low (some as low as 27–36%), and she had reached out to providers to confirm numbers. She observed that HMIS data is not aligning well with figures submitted via the parallel survey tools (Pathways and Matt Simmonds' survey), and noted that approximately 4,500 records in coordinated entry are stale and require exits or clean-up.

Daniel Howland confirmed the HIC is in good shape with no flags at this point. Providers have been submitting corrections steadily, and he expects the remaining one or two outstanding projects to be resolved shortly.

Both Teddie and Daniel agreed that the year-over-year variances are largely attributable to methodology improvements — better coverage, more participation, and clearer guidance on how to count beds and units — rather than an actual large increase in the homeless population. Teddie recommended this context be included in any narrative accompanying the data submission.

Matt Simmonds noted that overstated bed counts are common, providers sometimes include non-dedicated beds (e.g., family program cots counted at maximum capacity, or VASH vouchers counted as shelter beds). He recommended reiterating to all providers that only homeless-dedicated beds should be reported in the HIC. He also noted that capacity utilization tracking over time is valuable for identifying data entry errors, such as clients not being exited or not being enrolled at all.

On the discrepancy between survey data and HMIS, Teddie noted that two distinct surveys went out in

parallel, and neither is well-aligned with what HMIS shows. She identified this as a systemic issue: it is unclear which source is authoritative, and HMIS enrollment compliance needs to be strengthened through the contracting and monitoring process. She noted that Pathways conducts monthly HMIS training (live and via LMS), and that the data performance meetings — held over the past several months — are a mechanism for ongoing improvement. The next data meeting is scheduled for April 30 and will cover street outreach and performance measures.

Good News Rescue Mission — Specific Discussion:

Kristen Schreder asked Daniel to pull the PIT-to-HIC comparison for Good News Rescue Mission. Teddie reported the following:

- Total beds declared (HIC): 363
- PIT count (most recent upload, April 18): 246 (67% utilization)
- PIT count on first upload (April 6): 89

Megan Preller noted that she personally conducted the in-person survey at Good News during dinner and recorded approximately 100 surveys — significantly lower than the 246 later submitted. The group discussed that Good News likely supplemented the survey count with their internal check-in roster for the night of the count, which is a legitimate approach. Kristen confirmed that Pathways had followed up with providers via HIC forms asking them to self-report the number of people in their shelter on the night of the count, and that the higher number appears to have come from that process.

Daniel noted that when demographics are missing for a portion of the count (as is the case when a large count is submitted without individual survey data), Pathways applies a demographic multiplier using the most complete available data set. With New Life Discovery now completing entry of their surveys (301 surveys total for the night of the PIT, per a message received during the meeting from Tim), that data set will serve as a representative extrapolation base for similar large shelter programs in the Redding area.

Teddie also noted that Good News originally submitted a higher bed count on the HIC because non-homeless beds (from other programs) were accidentally included.

II. Continue Debrief to plan for 2027 PIT

- A. Continue to review feedback regarding the 2026 PIT Count.
- B. Prepare timeline to plan for 2027 PIT.

PIT Warnings

Kristen Schreder shared a document of PIT warnings received from HUD, flagging the following:

- **Warning 1:** The percentage of all homeless veterans who are sheltered is unusually low.

Teddie noted that to properly respond to this flag, a trend analysis covering at least three prior years is needed to determine whether this represents a real decrease or an improvement in methodology. Without that baseline, it is not possible to assess whether the veterans' housing system has improved or whether the count is undercounting. She recommended this context be documented in the narrative.

Matt noted that HUD's extrapolation tool does not account for subpopulations such as veteran status or domestic violence, meaning those figures are commonly underreported across communities.

Teddie reiterated that the overall PIT flags are likely to increase slightly as New Life Discovery finishes entering their surveys, and that the appropriate response is to document that the 2026 count reflects improved coverage and methodology compared to prior years.

Sheltered Count Methodology — Discussion for 2027 Planning

Megan Preller raised a substantive question about the feasibility of using HMIS for the sheltered count instead of in-person surveys, noting that the Mission (Good News Rescue Mission) does not complete HMIS intakes until a guest has stayed approximately five days — meaning any person staying only one night would be missed in a single-day PIT count pulled from HMIS.

Matt Simmonds explained that for high-turnover emergency shelters, an entry-exit enrollment model does not work for PIT purposes. The approach that has succeeded in other communities is a **bed register** using service tracking (not entries and exits). This requires only a name and bed assignment — not a full HMIS intake — and can be done rapidly, similar to a hotel check-in. For PIT purposes, this is sufficient.

Matt also noted that the **HUD CSV Exchange Format** allows community partners to use their own data systems for the PIT, as long as their system can export data in the HUD CSV format. Pathways' data warehouse can receive HUD CSV files and generate the PIT count from them. Teddie confirmed that Good News uses WellSky, which is a compatible system.

Megan suggested that for 2027, large shelter partners should be contacted early and informed of these options — particularly the bed register and HUD CSV pathway — so the PIT count is not dependent on in-person dinner-time surveys that may miss a significant portion of residents. The group agreed this was an important next step for 2027 planning.

Kristen noted that the question of what to do about large shelter systems that are privately funded and not contractually required to participate in HMIS remains a challenge, but that proactive engagement and showing them the easier pathways (like the bed register) would be the approach going forward.

Transitional Housing Utilization — Discussion

Teddie raised concern about low utilization rates in several transitional housing projects, some as low as 27–36%, against a backdrop of long coordinated entry waitlists. She questioned whether referrals are reaching these programs effectively.

Kristen responded that one of the benefits of quarterly HIC check-ins (discussed below) would be to use HIC data actively — connecting bed availability to coordinated entry referrals — rather than treating the HIC as a one-time annual submission. Megan asked whether the low utilization was concentrated in specialized beds (youth, veterans, med-rest) that cannot be easily filled from the general coordinated entry pool. Teddie noted she is looking at program-specific data, not just aggregate figures, and that the April 30 data meeting will cover utilization concepts in detail.

III. PIT Regional Lead and Alternate and HIC County Lead and Alternate Review 2026 list of volunteers and confirm volunteers for 2027 PIT/HIC

Co	PIT/HIC Regional/County Lead	PIT/HIC Regional/County Alternate
DN	Michael Coats	Rebecca Green
LS	Nicole Lamica	Grace Poor
MO	Emilly Clark	Nikki Kates
PL	Kristen Quade	Ashley Simpson
SH	Lesha Schaefer	Megan Preller

SI	Barbara Daughtrey	Carey Russel
SK	Maddelyn Bryan	

5. PIT Count - HIC Next Steps

Kristen summarized the following actions and priorities identified during the meeting:

For current 2026 submission:

- Daniel Howland to finalize PIT numbers and send an updated summary by end of day or the following morning.
- Jamie Northrup to send Daniel the New Life Discovery survey data he needs for extrapolation.
- Teddie Pierce to contact Dominic (Homekey project) to confirm whether that project's beds will come online within the year and whether funding is fully secured, as a prerequisite for inclusion in the HIC.
- Teddie to notify Christina regarding the Center of Hope / Homekey project's lack of HMIS data and contract compliance issue.
- Kristen to schedule a meeting with Good News Rescue Mission leadership (Jonathan) to discuss HMIS participation and data requirements.

For 2027 PIT planning:

- Develop quarterly HIC check-in forms to maintain current data year-round rather than gathering it all at once before the count.
- Align more training: continue HMIS data performance meetings; record trainings for future reference.
- Engage large shelter providers earlier in the year about bed register and HUD CSV options.
- Kristen to send the PIT/HIC Regional Lead and Alternate list (see below) to all named individuals to confirm willingness to serve in 2027 or suggest alternatives.
- Committee will meet one more time in May, then take June and July off, and resume in August for 2027 PIT planning.

6. Items for Next Meeting

- Continue 2026 PIT/HIC debrief; review any remaining data flags.
- Begin 2027 PIT planning timeline.
- Report on quarterly HIC check-in form development.

7. Adjournment - 9:50am

Next Meeting: May 19, 8:45am - 9:45am