



# NorCal Continuum of Care™

**NorCal CoC PIT Committee Meeting  
December 21, 2021**

**10:00 am - 11:00 am**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/993365797>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code:** 993-365-797

- 1. Call to Order/Quorum Established/Introductions**
- 2. Public Comments (limited to 3 mins. per comment)**

Members of the public will have the opportunity to address the Board on any issue within the jurisdiction of the Board. Speakers will be limited to three minutes.
- 3. Approval of Meeting Minutes**

Board members will review and approve minutes from the November 16, 2021 meeting. (Attachment A)
- 4. Action**
  - I. Continuing State of Emergency Teleconferencing (Standing)
  - II. Final Methodology (Attachment B)
  - III. 2022 Calendar (Attachment C)
  - IV. Covid Protocols for PIT
  - V. Counting Us App and Survey
- 5. Discussion**
- 6. County Updates**
  - I. Del Norte
  - II. Lassen
  - III. Modoc
  - IV. Plumas
  - V. Shasta
  - VI. Sierra
  - VII. Siskiyou
- 7. Discussion Items for Next Meeting**
- 8. Adjournment**

## PIT

### Committee Members

**Duane Kegg**

County of Siskiyou,  
Chair

**Grace Poor**

County of Lassen,  
Vice-Chair

**Lauri March**

County of Sierra

**Vacant**

County of Del Norte

**Cathy Rahmeyer**

County of Plumas

**Carol Madison**

County of Modoc

**David Colefield**

County of Shasta



**Next Meeting**

January 18, 2022

**10:00 am – 11:00 am**

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. You may contact the Shasta County Housing and Community Action Agency at 530-225-5160 for disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting. **The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.**



# NorCal Continuum of Care™

Attachment A

**PIT Committee Meeting Minutes  
November 16, 2021  
10:00am –11:00am  
Via Teleconference**

## **1. Call to Order/Quorum Established/Introductions**

Meeting was called to order at 10:03am by Duane Kegg, Chairperson. Quorum was established.

Members Present: Duane Kegg, (Siskiyou), Grace Poor (Lassen), Cathy Rahmeyer (Plumas), and David Colefield (Shasta),

Alternate Members Present:

Lead Agency: Keith Anderson and Shannon Goodwin.

Members of the Public: Kristen Schreder and Roy Jackson, Del Norte Housing Services Manager.

## **2. Public Comments (limited to 3 mins. per comment)**

Roy Jackson, Del Norte Housing Services Manager, shared changes to their PIT committee members and that Rebecca Green will be joining the PIT committee.

Kristen Schreder shared a suggested change to the October 19, 2021, minutes regarding discussion item 4. II, that the City of Redding has not paid for the PIT count app this year.

## **3. Approval of Meeting Minutes**

Duane Kegg made a motion to approve the meeting minutes from October 19, 2021, with the suggested changes that the City of Redding has not paid for the PIT count app this year; seconded by David Colefield. Roll call vote was taken, all approved, and none opposed.

## **4. Action**

### **I. Continuing State of Emergency Teleconferencing (Standing)**

Duane Kegg made a motion to approve extending the state of emergency teleconferencing; seconded by Cathy Rahmeyer. Roll call vote was taken, all approved, and none opposed.

### **II. Counting Us App**



# NorCal Continuum of Care™

Attachment A

Cathy Rahmeyer made a motion to approve utilizing the Counting Us App for this year's PIT count; seconded by Grace Poor. Roll call vote was taken, all approved, and none opposed.

### III. Final Survey

Duane Kegg made a motion to approve the content of the survey with the suggested formatting changes and tabling the item for a future date; seconded by David Colefield. Roll call vote was taken, all approved, and none opposed.

### IV. Final Methodology

Duane Kegg made a motion to table the item to the next meeting to update the current methodology; seconded by Grace Poor. Roll call vote was taken, all approved, and none opposed.

## 5. Discussion

### I. PIT Volunteers and Training 2020 PIT Count Announcement and Additional PIT Count Resources - HUD Exchange

Keith Anderson shared HUD has not released any new information, he reminded the board that the PIT Count is fast approaching and to ensure their PIT volunteers are ready and trained.

Each committee member present shared updates to their PIT volunteer status.

### II. Donations, Materials and PPE

Keith Anderson shared that lead agency has PPE available to the counties. Each committee member present shared they are well stocked on PPE.

### III. PIT and HIC Guides, Tools and Webinars PIT and HIC Guides, Tools, and Webinars - HUD Exchange

Keith Anderson shared PIT and HIC resources and how to access the resources.

### IV. PIT Coordinators identified by county

Keith Anderson shared which counties identified who their PIT coordinators were. Each committee member present gave an update as to who their PIT coordinators are.

### V. 2022 Calendar



# NorCal Continuum of Care™

Attachment A

Duane Kegg discussed the option of keeping the 2022 PIT Calendar the same as the current calendar, with meetings every 3<sup>rd</sup> Tuesday and with the same start and end month dates. The item will be tabled to next month's meeting agenda as an action item.

Keith Anderson reminded the committee to keep in mind the necessary special meetings in January.

The committee discussed the option of having a summer PIT count and staffing capacity. Keith Anderson shared a summer PIT count will not be recognized by HUD; and suggests demonstrating summer counts in HMIS is an alternative. The option of a summer count will be tabled to next February's meeting.

## VII. Covid Protocols for PIT

Keith Anderson recommended following the CDC guidelines while conducting the PIT count and will provide an attachment to the committee with those guidelines at the next meeting. The item will be tabled to the next meeting as an action item.

## 6. County Updates

Duane Kegg, Siskiyou, shared updates to: their urban campsite and homeless shelter; grant funding to assist with the homelessness situation; wildfires; and covid.

Grace Poor, Lassen, shared PIT count planning updates.

Cathy Rahmeyer, Plumas, shared updates to: HDAP & Homesafe funding; the navigation center; and ESG-CV reports.

David Colefield, Shasta, shared there are no new updates to report.

## 7. Lead Agency Updates

Keith Anderson clarified that the agenda emailed to the committee members should be the same as the one posted to the county website.

## 8. Discussion & Action Items for Next Meeting

- Continuing State of Emergency Teleconferencing (Standing)
- Counting Us App
- Final Methodology
- 2022 Calendar
- Covid Protocols for PIT



# NorCal Continuum of Care™ Attachment A

## 9. **Adjournment**

Cathy Rahmeyer made a motion to adjourn the meeting at 11 am, seconded by Grace Poor. Roll call vote was taken, all approved, and none opposed.

### **Next Meeting**

December 21, 2021

**10:00 am – 11:00 am**

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## NorCal 2022 PIT Scope of Work and Methodology Plan

January 25, 2022

### Overview

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This guide provides the NorCal Continuum of Care (NorCal CoC) with standards and guidance concerning conducting the 2022 Point in Time (PIT) Count.

The NorCal CoC is a seven-county homeless consortium. The NorCal CoC is charged by the U.S. Department of Housing and Urban Development (HUD) to conduct the Point-in-Time (PIT) Count. This PIT Count develops important, person-specific data which helps communities to prioritize the most vulnerable and chronically homeless persons for rapid rehousing, transitional housing, or permanent housing resources.

The PIT Count consists of three primary components: an unsheltered count, a sheltered count, and a Housing Inventory Chart.

### Unsheltered Count

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#### Definition

For the purposes of the PIT Count, the following definition of unsheltered homeless persons will be used:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

**1. We will account for and report on all people experiencing unsheltered homelessness residing in NorCal CoC.**

**1. A.** We may exclude geographic areas where the NorCal CoC Advisory Boards have determined that there are no unsheltered homeless people living including areas that are uninhabitable.



# NorCal Continuum of Care™

Attachment B

**1. B.** We will start the homeless unsheltered PIT count on the day of January 25, 2022 surveying where they slept the night of January 25th. We will continue to take survey counts for the following seven days, per HUD regulations. We will be conducting survey counts on workdays only, asking where they slept the night of January 25th.

**1. C.** We will count according to HUD standard definition “An individual or family with a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, including but not limited to:

- Vehicles
- Parkes (Local, State and Federal)
- Abandoned buildings
- Bus or train stations
- Airports
- Camping grounds
- Alleys

## **2. Establishing a timeline of count activities**

**2 A.** As follow:

- August 2021 - Establish committee meeting
- September 2021- Have committee begin meeting to plan PIT 2022
- October 2021- Identify County Coordinators
- November 2021- Approve Counting Us App, Finalize Survey and Methodology
- December 2021- Approve COVID protocols,
- January 2022- Publicize and conduct the PIT count

**2. B.** Date and time for count will be at as follows: 6:30 am to 5:00 pm Tuesday January 25, 2022, Wednesday 26, 2022, Thursday 27, 2022, Friday 28, 2022, Monday 31, 2022, Tuesday February 1, 2022, and Wednesday February 2, 2022.

**3. Determining who to count, the plan is as follow:**





# NorCal Continuum of Care™ Attachment B

**3. A.** All of the following areas such as any homeless person sleeping in a car, park, abandoned building, bus or train station, airport, or camping ground, etc.

## **4. Involving partner organizations**

**4. A.** All the agencies participating with the NorCal CoC Advisory Boards and other community stakeholders (e.g. representative from jurisdictions or partners assisting with the count, community members, people with the following types of professional and personal experience, shelter staff, homeless outreach workers and law enforcement,) will be made aware of and/or will be invited to participate in the PIT.

## **5. Managing PIT count planning and execution**

**5. A.** Requested We will request funding for PIT day off and volunteers

**5. B.** Requested We will request leads and volunteers

**5. C.** Attended We will attend monthly meeting for the Continuum of Care

**5. D.** Submit We will submit the methodology plan for approval

**5. E.** Using We will use HMIS to enter data from Sheltered and Unsheltered surveys.

## **6. Engaging reluctant providers**

**6. A.** Should we encounter reluctant providers for the Point in Time Count we will ensure them that all the information from the surveys will be kept confidential. We will meet them in person and discuss the value of the data collected for the community and meeting the needs of the homeless. Incorporate their ideas into the planning process.

## **7. Using volunteers to conduct the PIT count.**

**7. A.** We will secure a lead for volunteers.

**7. B.** We will create a data base for signing up and tracking volunteers.



# NorCal Continuum of Care™ Attachment B

7. C. Surveys of people for the unsheltered count must be administered in a manner that protects participant privacy and safety, as well as the safety of the person completing the survey.
7. D. There will be a training for all volunteers to know the proper way to complete the survey and to know how to protect themselves while doing so.
7. E. There will be COVID-19 training for all volunteers, and anyone involved with the PIT.
7. F. We will request volunteers or staff from Continuum of Care committees.
7. G. The conducting of training will be in person or remotely by conference calls.

## Sheltered Count

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**Methodology:** For the sheltered count, we will do a non-random sample and service based counts up to the 7 day period after the designated night of the count. Extrapolation is used for no more than 20% of those survey questions that where the respondents did not respond.

### Definition

For the purposes of the count, the following definition of sheltered homeless persons will be:

- An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangement (including congregate shelters, transitional housing, jail, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals).
1. **We will account and report on all people experiencing sheltered homelessness residing in NorCal CoC.**
    1. A. We may exclude geographic areas where the NorCal CoC Advisory Boards have determined that there are no persons experiencing sheltered homelessness, including areas that are uninhabitable.
    1. B. We will start the homeless sheltered PIT count on the night January 25, 2022. We will continue to take survey counts for the following seven days, per HUD regulations. We will be conducting survey counts on workdays only, asking where they slept the night of January 25<sup>th</sup>.



# NorCal Continuum of Care™ Attachment B

The methodology used for the sheltered count will be a random sample and service based counts up to the 7 day period after the designated night of the count.

## Establishing a timeline of count activities

### 2. A. Executing the Sheltered count

- We will count clients in Emergency Shelters, Safe Havens, or Transitional Housing on the night designated for the count, January 25, 2021.

### 3. Determining who to count, the plan is as follow:

#### 3. A. We will count clients sleeping overnight in all of the following project types:

- Emergency Shelters;
- Motels/Hotels paid for by charitable organization or by federal, state or local government programs;
- Transitional Housing; and
- Hotels or Motels - Project Room Key

#### 3. B. We will work closely with providers serving youth to ensure a comprehensive and inclusive count of youth experiencing homelessness, including but limited to:

- Youth drop-in centers;
- Faith-based organization and youth groups;
- Health clinics-youth-base including mobile health outreach;
- Local middle schools, high school, and alternative educational programs; and
- Libraries.

## 4.0 Involving partner organizations

4. A. We will work to include community stakeholders in conducting the PIT Count. Stakeholders include representatives from jurisdictions or partners assisting with the count, community members, and people with the following types of professional and personal experience:

- Shelter staff;
- Homeless outreach workers; and
- Law enforcement.

## 5. Managing PIT count planning and execution

5. A. We will submit the methodology plan for approval



# NorCal Continuum of Care™

Attachment B

- 5. B. Requested We will request funding for PIT day of and volunteers
- 5. C. Attended We will attend monthly advisory meetings for the Continuum of Care
- 5. D. We will utilize HMIS to enter data from PIT surveys.

## 6. Engaging reluctant providers

6. A. Should we encounter reluctant providers for participation in the Point in Time Count we will ensure that all the information from the surveys will be kept confidential. We will meet them in person and discuss the value of the data collected for the community and meeting the needs of those experiencing homelessness. We will work to incorporate their ideas into the planning process.

## 7. Using volunteers to conduct the PIT count.

- 7. A. We will secure lead volunteers or enumerators.
- 7. B. We will create a platform for volunteers or enumerators to sign up.
- 7. C. The surveys of people for the unsheltered count will be administered in a manner that protect participant privacy and safety, as well as the safety of the person completing the survey.
- 7. D. There will be a training for all volunteers or enumerators to know the proper way to complete the survey and to know how to protect themselves while doing so.
- 7. E. There will be COVID-19 training for all volunteers or enumerators, and anyone involved with the PIT.
- 7. F. We will request volunteers or enumerators from Continuum of Care committees.
- 7. G. The conducting of training will be in person and remotely by conference calls.

## DATA ENTRY AND DUPLICATION METHOD

### Survey Administration Details

A method will be implemented to account for any individuals who may be interviewed multiple times. The deduplication method for the interview surveys consists of creating a unique identifier using several fields of information from the survey (first initial, last initial, birth month, birth year, gender, race, and veteran status). This process allows data analysts to easily identify and eliminate duplicate records.



## SURVEY TOOL

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### Survey Development

A PIT Count survey of questions was developed by the NorCal CoC to acquire data which met the requirements of the U.S. Department of Housing and Urban Development (HUD). The survey will collect a variety of data: demographics, family make-up, military service, chronic homelessness, sleeping location, disabilities, income, education level, and barriers to acquiring permanent housing.

### Survey Sampling

In order to complete a census of respondents, enumerators will be trained to employ an “every encounter” survey approach. Enumerators will be instructed to survey every sheltered person. If the person declines to take the survey, the survey worker will complete an observation-based survey.

### Data Collection

Care will be taken by interviewers to ensure that respondents feel comfortable regardless of the shelter location where the survey occurs. During the interviews, respondents will be encouraged to be candid in their responses and will be informed that their responses will be framed as general findings, kept confidential and not traceable to any one individual.

Due to the sensitive nature of the survey, respondents will not be required to answer every survey question and respondents can request to skip questions that are not applicable or that they do not feel comfortable answering.

### Addendums Attached:

- A. Del Norte County
- B. Lassen County
- C. Modoc County
- D. Plumas County
- E. Shasta County
- F. Sierra County
- G. Siskiyou County



# NorCal Continuum of Care™ Attachment B

## A. Del Norte County

### **Unsheltered-**

Del Norte County will account for and report on all people experiencing unsheltered homelessness residing in Del Norte County. We may exclude geographic areas where the NorCal CoC Advisory Boards have determined that there are no unsheltered homeless people living including areas that are uninhabitable. We will start the homeless unsheltered PIT count on the day of January 26, 2022 surveying where they slept the night of January 25th. We will continue to take survey counts for the following seven days, per HUD regulations. We will be conducting survey counts on workdays only, asking where they slept the night of January 25th. Due to the COVID-19 there will not be a night count for unsheltered.

Del Norte County has identified unsheltered locations on the night of the count to be:

Crescent City  
Smith River  
Klamath  
Gasquet,  
Fort Dick,  
Hiouchi

Del Norte County has identified the following dates for the count:

- a. Wednesday, January 26, 2022, 8am- 5pm
- b. Thursday, January 27, 2021, 8am- 5pm
- c. Friday, January 28, 2021, 8am- 5pm
- d. Monday, January 31, 2022 8am- 5pm
- e. Tuesday, February 1, 2022 8am-5pm

### **Sheltered Count-**

Del Norte County has identified the sheltered locations on the night of the count to be:

1. Del Norte Mission Possible
2. Harrington House (domestic violence shelter)
3. Legacy Homekey Project- Interim Housing
4. Behavioral Health transitional housing (FSP) (Motel Vouchers, etc.)



# NorCal Continuum of Care™ Attachment B

5. Del Norte County Jail
6. Oxford House X 3
7. Those being paid Temporary Homeless assistance through CalWORKs, Family Stabilization and Housing Support Programs.
8. Those receiving Shelter services through motel vouchers (HHAP, ELC, PRK, RRH, HDAP)
9. Tolowa DEE-NI' Nation- Shelter services (Motel Vouchers, etc.)
10. Yurok Tribe shelter services- (Motel Vouchers, etc.)

This count will be done by telephone contact and in-house program numbers will be obtained from program supervisors.

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# NorCal Continuum of Care™ Attachment B

## B. Lassen County

### **Unsheltered Count:**

Lassen County will conduct an unsheltered street count on January 26, 2022, from 6:00 a.m. to 11:00 a.m. Teams of at least three persons will survey designated areas of Susanville and the surrounding areas. Surveys will be conducted in parks, cars, riverbanks, bridges, social services offices, abandoned buildings, and at the local emergency shelter (Crossroads Ministries). Each survey respondent will be given an incentive bag which will include hygiene supplies, snacks, and warm winter clothing items.

Throughout seven days following the street count, Lassen County staff will work with partner agencies to continue completing surveys with individuals who were missed during the street count, asking individuals where they slept on the night of January 25, 2021.

### **Sheltered Count:**

Lassen County will conduct a shelter count on the night of January 25, 2021. Lassen County shelter providers include:

- Crossroads Ministries;
- Lassen Family Services; and
- Lassen County Health and Social Services.





# NorCal Continuum of Care™ Attachment B

## C. Modoc

### Unsheltered

1. An exemption from completing the unsheltered count will be submitted on behalf of the entire CoC.

### Sheltered

1. Modoc County has identified the sheltered locations on the night of the count. Domestic Violence Shelter and Transitional Housing counts will be coordinated and with TEACH Inc. staff.

Individuals or families receiving:

Homeless Assistance,

Family Stabilization Services,

Housing Support Program,

Housing Disability and Advocacy Program,

Project RoomKey,

Behavioral Health housing,

Modoc County Jail, or

any similar housing services will be contacted and included in the count.

Modoc County has identified the cities with motels/hotels throughout the county may be included in the sheltered count.

This count will be done by telephone contact and in-house and in-house data will be obtained from individual programs.



# NorCal Continuum of Care™ Attachment B

## D. Plumas County

### Unsheltered

1. An exemption from completing the unsheltered count will be submitted on behalf of the entire CoC.

### Sheltered

1. Plumas County has identified the sheltered locations on the night of the count to be: Emergency Motel Sheltering, Ohana House, PRS DV Shelter, ASP Sober Living Homes and Plumas County BH emergency and transitional housing. In addition, Plumas County has identified the following date and times for the count:
  - a. Tuesday, January 26, 2021 – Times range from 8:00 a.m. to 8:00 p.m. daily
  - b. Wednesday, January 27, 2021
  - c. Thursday, January 28, 2021
  - d. Friday, January 29, 2021
  - e. Saturday, January 30, 2021
  - f. Sunday, January 31, 2021
  - g. Monday, February 1, 2021



# NorCal Continuum of Care™ Attachment B

## E. Shasta County

### Unsheltered

1. An exemption from completing the unsheltered count will be submitted on behalf of the entire CoC.

### Sheltered

1. Shasta County has identified the sheltered locations on the night of the count to be: Good News Rescue Mission and One Safe Place. In addition, Shasta County has identified the following date and times for the count:
  - h. 6:30 am to 5:00 pm, Tuesday, January 26, 2021,
  - i. Wednesday, January 27, 2021
  - j. Thursday, January 28, 2021
  - k. Friday, January 29, 2021
  - l. Monday, February 1, 2021



# NorCal Continuum of Care™ Attachment B

## F. Sierra County

### Unsheltered

1. An exemption from completing the unsheltered count will be submitted on behalf of the entire CoC.

### Sheltered

1. Sierra County has identified the sheltered locations on the night of the PIT count be Ohana House, located in Quincy, CA. Only those referred from Sierra County will be counted.

2. Sierra County has identified the following cities with motels/hotels to be included in the sheltered count: Loyaltan, Sierraville, Sierra City, Downieville.

3. Sierra County does not have any emergency shelters, therefore if an individual is sheltered outside of the county, that individual will be included in Sierra County's count.

4. Sierra County has identified the following dates and times for the count:

- a. 8 a.m. to 5 p.m., Tuesday, January 26, 2021
- b. 8 a.m. to 5 p.m., Wednesday, January 27, 2021
- c. 8 a.m. to 5 p.m., Thursday, January 28, 2021
- d. 8 a.m. to 5 p.m., Friday, January 29, 2021
- e. 8 a.m. to 5 p.m., Monday, February 1, 2021



# NorCal Continuum of Care™ Attachment B

## G. Siskiyou County

### Unsheltered

1. An exemption from completing the unsheltered count will be submitted on behalf of the entire CoC.

### Sheltered

1. Siskiyou County has identified the sheltered locations on the night of the count to be: Beacon of Hope Gospel Rescue Mission, in conjunction with local churches.
2. Siskiyou County has identified the following dates and times for the count:
  - a. 6:30 a.m. to 5:00 p.m., Tuesday, January 26, 2021.
  - b. Wednesday, January 27, 2021
  - c. Thursday, January 28, 2021
  - d. Friday, January 29, 2021
  - e. Monday, February 1, 2021



# NorCal Continuum of Care™ Attachment C

## NorCal CoC PIT Committee 2022 Meeting Calendar

January						
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February						
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March						
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April						
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May						
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June						
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September						
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November						
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December						
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Scheduled Meeting

Holiday