



NorCal CoC PIT Committee Special Meeting Minutes  
Tuesday, October 13, 2020  
Via Teleconference  
10.30 am to 11.30 am

In attendance: *Medea Henderson (Lead Agency), Sharon Boggans (Lead Agency), Dawn Pittore (Shasta County), Jessica King (Del Norte County), Grace Poor (Lassen County), Jessica Stading (Lassen County), Kristen Quade (Plumas County), Duane Kegg (Siskiyou County), Jennie Neal (Shasta County), Laurie Marsh (Sierra County), Kristen Schraeder (City of Redding)*

1. Call to Order and Roll Call (Quorum Established)

Meeting called to order at 10.32

2. Action Item – Nominate/Approve Chairperson and Vice Chairperson

Dawn Pittore, Shasta County, made a motion to nominate Duane Kegg as Chairperson.

Laurie Marsh, Sierra County, seconded the motion.

Roll call vote was taken. All approved, none opposed.

Jennie Neal, Shasta County, made a motion to nominate Grace Poor as Vice Chairperson.

Duane Kegg, Siskiyou County, seconded the motion.

Roll call vote was taken. All approved, none opposed.

3. Approval of Minutes for September 15, 2020 meeting.

Duane Kegg, Siskiyou County, made a Motion to approve the Minutes of the September 15, 2020 meeting.

Grace Poor, Lassen County, seconded the Motion.

Roll Call vote was called. All approved, none opposed.

4. Public Comment Period: Public Comments can be submitted to: [hmis@co.shasta.ca.us](mailto:hmis@co.shasta.ca.us)  
*The Chair reserves the right to limit each comment to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period.*

There were no public comments.



## 5. HMIS Lead Agency Updates

Medea Henderson, Lead Agency, set out the process for the Committee and the flow of information. PIT Committee members are appointed by their Executive Board member. Committee members discuss, trouble-shoot, create, propose. Committee members then take the work of the Committee back to their Advisory Boards for discussion and review. The work/item/proposal is then brought back to the next PIT Committee meeting and, if all counties are in approval and there are no additional changes, a vote is taken to take it to the Executive Board for final approval. The Committee member should ensure their Executive Board member is full briefed ahead of the Executive Board meeting.

Jaclyn Disney, Lead Agency, added that Lead Agency is here to shepherd the Committee and guide through the process, which can appear complicated at times.

## 6. New Business – Action items

### (a) Approve 2020 Calendar

November 10, 2020 and 8 December 2020 at 10.30am were proposed as the dates of the remaining meetings of 2020.

Motion to Approve November 10, 2020 and 8 December 2020 at 10.30 as the remaining meetings of the PIT Committee for 2020: Duane Kegg, Siskiyou County

Seconded: Jennie Neal, Shasta County

Roll call vote was called. All approved, none opposed.

### (b) Approve 2021 PIT Methodology

Medea Henderson, Lead Agency, updated the Committee that she had received some additional guidance to add further to the Methodology and outlined these additions.

Grace Poor, Lassen County, had a query regarding 5. B. on page 2 and what this sentence meant. Dawn Pittore, Shasta County, clarified that it should read “request funding for PIT day of and volunteers”.

Motion to Approve the 2021 PIT Methodology: Jessica King, Del Norte County.

Seconded: Laurie Marsh, Sierra County.

Roll Call vote was called. All approved, none opposed.



(c) Approve 2021 PIT Survey

Medea Henderson, Lead Agency, updated the Committee that she made a few minor corrections, based on feedback received.

Jessica King, Del Norte County, asked if Refused/DK could be added to question 20, for consistency with data entry.

Motion to Approve the 2021 PIT survey, as amended: Duane Kegg, Siskiyou County.

Seconded: Grace Poor, Lassen County.

Roll Call vote was called. All approved, none opposed.

(d) Mobile App Presentation

Kristen Schraeder, Community Member, presented a proposal to use a mobile app for the 2021 PIT count. The App is 'Counting Us' by Simtech Solutions. This app was used by NorCal CoC in 2018 for the PIT count. There were problems at the time with data entry, as the App questions did not line up with the paper-based survey. The main advantage is the time saved in transferring data from paper surveys. Improved accuracy. The data can be reviewed in real time.

The City of Redding has authorized funding to purchase the App for use in all 7 counties.

Discussion took place where members expressed that their volunteers might be hesitant to use their own phones. Kristen Schraeder said she would look into having phones/devices donated.

Issues raised about coordinating the App with the questions on the paper form, as this has proven a problem in previous counts and hindered data entry.

Issue raised about holding client information on the app, which is not permitted. It was pointed out that all data is anonymous for the PIT count.

Discussion took place on possibility of counties having the choice to opt out of the app.

Query as to who can access the data i.e. can each county access the data afterwards. Kristen Schraeder said she would look into this question.

Medea Henderson, Lead Agency, clarified that the Committee needed to decide if they are interested in bringing this proposal to their Advisory Boards.



Motion to bring the App proposal to Advisory Boards and add to the Agenda of the next PIT Committee meeting: Duane Kegg, Siskiyou County

Seconded: Laurie Marsh, Sierra County.

Roll call vote was called. All approved, none opposed.

7. Discuss and Review each county's PIT Count support needs and/or suggestions. This is to include strategies around COVID-19.

#### Sample Donation Letters

Medea Henderson, Lead Agency, updated the Committee that she had received one sample donation letter from Shasta County.

##### (a) Del Norte County

Jessica King asked what other counties were doing to obtain PPE for COVID-19. Dawn Pittore, Shasta County, advised that COVID supplies at the beginning were provided by the State, but ran out quickly. The County has provided supplies to regional offices and employees donate PPE themselves.

##### (b) Siskiyou County

Duane Kegg advised they would be having a meeting in a few weeks and would be bringing the Shasta County donation letter to their Committee for review.

Kristen Schraeder, City of Redding, advised that she highly recommended having two parts to the donation letter: 1. The narrative and 2. Separate page to be filled out with contact details and donation amount.

##### (c) Lassen County

Nothing to share at this point

##### (d) Sierra County

Nothing to share at this point

##### (e) Shasta County

Jennie Neal shared that they have secured additional volunteers and are continuing to hold meetings.



8. Agenda Items for Next Meeting

Jaclyn Disney, Lead Agency, advised that the Committee should be prepared to make a motion at its next meeting to decide on whether individual counties want to implement the mobile app and the Chair should be prepared to present whatever recommendation comes of this to the next Executive Board meeting.

Feedback from the Advisory Boards on the PIT Methodology and Survey. Jaclyn Disney clarified that the Chair will need to be prepared to also bring these recommendations to the Executive Board.

9. Adjournment

Jennie Neal, Shasta County, made a motion to adjourn the meeting.

Duane Kegg, Siskiyou County, seconded the motion.

Roll Call vote was called to adjourn the meeting. All approved, none opposed. Meeting adjourned at 11.39am

**Next Meeting:  
November 10, 2020**