



NorCal CoC PIT Committee Meeting Minutes
Monday, September 15, 2020
Via Teleconference
1:30 to 3:00 pm

In attendance: *Medea Henderson, Sharon Boggans, Misty Malloroy, Jessica King, Grace Poor, Jessica Standing, Kristen Quade, Duane Kegg, Dawn Pittore, Jennie Neal, Lourdes Manzo*

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

Meeting called to order at 1.33.

2. Approval of Minutes for August 18, 2020 meeting.

Dawn Pittore, Shasta County, made a Motion to approve the Minutes of the August 18, 2020 meeting.

Grace Poor, Lassen County, seconded the Motion.

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

3. Public Comment Period: Public Comments can be submitted to: 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.

4. Discuss PIT Methodology- Shasta County- Dawn and Jennie

Medea Henderson introduced this item and referred members to the HUD Guidance on PIT Methodology which had been sent to everyone by email. She noted that this is the first year are trying to tackle the requirements properly and agree on a methodology. Medea advised that a document has been prepared by the Shasta County Lead specifically for the Shasta County methodology. However, on reading through it and following a discussion with our HUD TA, our PIT methodology needs to be for the entire CoC. The suggestion is that we agree on a PIT methodology, but allow for slight deviations from county to county, which can be outlined in county addendums to the PIT methodology.

The document will be created by the CoC PIT Committee, push it out to each county for review and approval by their Advisory Boards and to give them an opportunity to include any deviations in their addendums. The document will then be approved by the CoC PIT



Committee and referred to the Executive Board for review and final approval. This will ensure that we have a strong template for the years that follow.

Medea invited the Shasta County members to discuss their document on PIT methodology. It was confirmed that Jennie Neal and Lourdes Manzo both worked on the document. They used as a guideline the PIT Count Methodology on page 21 of the HUD PIT Count Methodology Guide and personalized it to the steps taken/to be taken by Shasta County. They confirmed that the Guide is available for any county which requires assistance in developing methodology.

Medea updated the Committee on a call she had with Dawn Pittore, following a conversation with HUD, where it was discussed that each county would have its own addendum to address any differences they have in methodology. She asked if any of the counties had any input at this point.

Misty Malloroy, Del Norte, said that she likes the option of an addendum for each county. Grace Poor, Lassen County advised that she had read over the HUD guidance and had a question as to how the process will take i.e. getting the methodology reviewed, getting it to the Board. Medea confirmed that it may take some time, but with the work Jennie and Lourdes has done on the methodology, there is a good solid draft in place and if it can be pushed out to each county to read and address their addendum, then it can be sent up to the Executive Board. It might be possible to have it approved at the October Executive Board meeting, but that might be pushing it. A more likely timeline would be November for approval by the Executive Board.

Medea also confirmed that there is still no word from HUD on whether the PIT count will be handled any differently in 2021 in light of COVID. She pointed out that each county does the PIT count similarly and uses the same survey.

Duane Kegg, Siskiyou County, advised that their Advisory Board is meeting next week and if he can have access to the methodology document, he can bring it to the Board for review. He also advised that Siskiyou County do not have the same restrictions due to COVID, as other counties do.

Jennie Neal, Shasta County, confirmed that they have a few things to add to the document and can then send it to Medea for distribution among the counties. Medea confirmed that she also has feedback from her HUD TA which she will incorporate into the document also.

5. Discuss and Review Survey

Medea introduced this item and advised that she scanned the survey and made some notes. The yellow highlighted areas are what is required to be collected by HUD. The questions with blue circles are not reportable to HUD and are not in the CoC PIT Report. Questions 5, 6, 7 are not reported to HUD, but are included in the CoC PIT Report.



Misty Malloroy, Del Norte County, suggested having just form, where 'sheltered' or 'unsheltered' can be ticked as required. The numbers on the survey do not line up when they are trying to track them afterwards. Once you get to Question 5, it is the same survey. One form would be far more user friendly.

Duane Kegg, Siskiyou County, agreed that one form would make the process easier. The less paperwork to be packed for out in the field, the better.

Medea posed a question for those who have done the surveys in the past, as to whether this would cause any confusion for volunteers.

Duane Kegg, Siskiyou County, said he didn't believe so, and he has experience in doing both surveys.

Grace Poor, Lassen County, agreed that having one form would be best and would not cause any issues with their volunteers.

Dawn Pittore, Shasta County, confirmed they also like the idea of one form and choosing whether it's sheltered or unsheltered.

Medea asked what members thought about the questions circled in blue i.e. that data is not being submitted to HUD or included in the CoC PIT report. Do members still think these questions are hugely impactful? Should those questions still be asked and the data added to the CoC report or can we eliminate those questions?

Grace Poor, Lassen County, confirmed that the first of those questions, Q. 3, was helpful for their community, specifically to know where in Lassen County people are staying. She advised that Q. 3 should remain, in her opinion.

Kristen Quade, Plumas County, agreed that Q. 3 should remain.

Medea asked for members' opinions on Q.20 – "Are you homeless as a result of a natural disaster and which natural disaster?"

Dawn Pittore, Shasta County, advised that it should remain as a question, due to COVID this year. Medea asked which natural disaster should be updated?

Duane Kegg, Siskiyou County, advised that they have had a number of new natural disasters. They have had a number of people migrate to Siskiyou County because of the fire in Jackson County, Oregon.

Suggestion as also made to ask people what State they are coming from.



Grace Poor, Lassen County, asked if it would be possible to just ask what natural disaster caused your homelessness i.e. just leave a space for a description instead of listing every natural disaster. Sharon Boggans, Shasta County, also suggested that a blank space is left for the survey taker to write in the natural disaster, rather than the large list, which might be out of date. Duane Kegg, Siskiyou County, agreed there was no need for the large list and if the person is willing to give information on the natural disaster which has impacted them, the volunteer can just write this on the form.

Medea asked for the members' opinions on the question asking if someone is covered by health insurance. Misty Malloroy, Del Norte County, said this question can be confusing for people, as they don't know if MediCal is considered health insurance or not. Medea confirmed that she has not had anyone specifically request that information.

Grace Poor, Lassen County, advised that for the purpose of the PIT Count that question is not necessary for Lassen. Misty Malloroy, Del Norte County, said that they added that question to their addendum as one provider they get funds from wanted to know how many people had MediCal.

Consensus was that this question does not need to be on the CoC PIT survey. Medea confirmed that the health insurance question will be removed from the survey.

The last blue circled question was "Do you receive any disability benefits?" Misty Malloroy, Del Norte County, confirmed that they also put that question on their addendum, as it may help them to refer people further. Duane Kegg, Siskiyou County, advised that he likes this question as his wife works with the Veterans Resource Center in Yreka and it assists in getting resources for veterans who need them. Kristen Quade, Plumas County, agreed that this question opens up the possibility of offering other resources.

The consensus was to retain this question.

Medea advised that one thing she noticed with the 2020 Count that caused some confusion with the volunteers was 'transitional housing'. Even though it specified on the unsheltered form that if someone is couch surfing, they should not do the survey, some volunteers interpreted couch surfing as transitional housing. Medea advised that this needs to be addressed when training the volunteers for this PIT count. She also asked if anyone had any thoughts on how to make this clearer on the form? Sharon Boggans, Shasta County, suggested putting in brackets beside 'transitional housing' wording such as N.B. not couch surfing. Medea suggested adding the wording "Name of Project/Name of Transitional Housing".

Medea asked for opinions on whether to retain the sentences at the top of the form which help to prompt the volunteers to introduce themselves and the survey. Grace Poor, Lassen County, advised that they agreed it should remain on the form. Duane Kegg, Siskiyou County,



said it didn't matter either way on their end, as they ensure their volunteers are well trained on what to say.

Consensus was to keep this wording on the form.

Medea asked for opinions on the wording at the end of the surveys on additional resources, which was county specific. She advised that an idea which had been brought to her attention was to create little business cards with the additional resources to hand out to people. Duane Kegg, Siskiyou County, confirmed that they have been doing this for about 2 or 3 years. Grace and Jessica, Lassen County, confirmed that they also hand out cards so it is not necessary to have this information on the surveys. Misty Malloroy, Del Norte County, confirmed that having it on the survey doesn't really help, as they keep the survey.

Consensus was to remove the additional resources wording from the survey and have cards to distribute instead. Medea confirmed that if any county requires assistance in making the cards, to contact her.

6. Discuss and Review each county's PIT count support needs and/or suggestions.
 - a. Del Norte County – Misty Mallory confirmed that they have started thinking about the PIT count but have not yet met.
 - b. Siskiyou County – Duane Kegg said he did not have any concerns. They are fortunate in Siskiyou County that COVID restrictions have not been as tight as other counties. He feels they are pretty fine-tuned on the process. They have not had any meetings as yet.
 - c. Lassen County – Grace Poor confirmed that they have not yet had any formal meetings. They have had informal discussions with their partners and do not feel there will be any significant changes in the PIT process, due to COVID.
 - d. Plumas County/Sierra County – Karen Quade confirmed they do not have any significant changes due to COVID. They are still doing Outreach and seeing clients. They have not yet had any formal meetings, but these are planned soon.
 - e. Shasta County – Dawn Pittore confirmed that they have had 2 or 3 Steering Committee meetings with one upcoming next Tuesday. Their subcommittees are looking for volunteers. None of the subcommittees have begun meeting yet. Due to COVID, they will not be having a big event at the Veterans Hall. The Hall will just be used to stage count teams. Count teams will be wearing gloves and masks and will do the surveys from a six foot distance.
7. Agenda Items for Next Meeting
 - Donation Letters – each county to send Medea their letters/advisory letterheads. Ensure permission of Advisory Boards obtained.



8. Adjournment

Duane Kegg, Siskiyou County made a motion to adjourn.

Lourdes Manzo, Shasta County, seconded the motion.

Roll Call vote was called to adjourn the meeting. All approved, none opposed. Meeting adjourned at 2.15pm

**Next Meeting:
October 20, 2020**