



**NorCal CoC PIT Committee Special Meeting Minutes**  
**Tuesday, January 5, 2021**  
**10:30am to 11:30am Via Teleconference**

**1. Call to Order and Roll Call/ Introductions:**

Meeting was called to order at 10:35am by Duane Kegg, Committee Chair.

Quorum was established.

Members present by phone:

Misty Malloroy (Del Norte), Jennie Neal (Shasta), Lourdes Manzo (Shasta), Cathy Rahmeyer (Plumas), Kristen Quade (Plumas), Laurie Marsh (Sierra), Grace Poor (Lassen), Dawn Pittore (Shasta)

Lead Agency: Medea Henderson & Hollie Zander

**2. Approval of Minutes for December 8, 2020 meeting:**

Motion to Approve: Jennie Neal

Seconded: Misty Malloroy

Roll Call vote was taken; all approved; none opposed.

**3. Approval of Minutes for December 18, 2020 meeting:**

Motion to Approve: Grace Poor

Seconded: Jennie Neal

Roll Call vote was taken; all approved; none opposed.

**4. Public Comment Period: (limited to 3 mins. per comment)**

No Public Comments were received.

**5. HMIS Lead Agency Updates:**

a) Status of Unsheltered Exemption:

i) Hollie informed the board that Caedy from Lead Agency has submitted the full exemption to William Snow.

b) Update on PIT App Training:

i) Hollie informed the board that each committee board member is to elect one to two people minimum to attend the Simtech PIT App training, then return and train your advisory board or those responsible for administering the count. Lead Agency will be available for technical assistance once the training is complete.

ii) Kristen contacted Simtech asking for training on how to use the app on an administrative level but needs a consensus from the PIT committee on a date first. Hollie with Lead Agency is requesting a list of who will be attending the training by the end of the week.

iii) Hollie with Lead Agency informed the board that a draft power point is being finalized for each regional administrator to use as a tool that can be customized. The draft power point will have information about the app and information about the HIC count.

iv) FAQ will be set up and available to the regional administrators.

v) Board member Kristen volunteered to coordinate with Simtech to align the paper survey with the mobile app and to set up the online registration portal which will be used to invite volunteers to register.

c) Sheltered Survey:

i) Will be sending out emails with the Point In Time info link and also the hard copy of the sheltered survey that was approved by the executive board with the changes.

d) Discuss HIC Data:

i) PIT sheltered survey includes: Emergency shelters and transitional housing.

ii) HIC includes: Emergency shelters, transitional housing and permanent supportive housing.

iii) # of sheltered persons in PIT= Reported on the HIC form

iv) HIC programs = Programs in HMIS

v) If the program does not participate in HMIS, it still needs to be set up in HMIS as a non-user.

vi) Medea will review the HIC process with committee members on a one-on-one basis.

e) Volunteer Training: Discussed with item #5 on agenda.

i) HUD Guidance- Conducting the 2021 Unsheltered PIT Count. Discussed with item #5 on agenda.



ii) HUD Sample Training Materials. Discussed with item #5 on agenda.

iii) All HIC & PIT data needs to be submitted to HUD by April 30<sup>th</sup>, 2021.

**6. New Business Action Items:**

- a) 2021 Calendar- There were errors on the previous calendar that was approved. Cathy Rahmeyer made a motion to accept the calendar as it stands; seconded by Grace Poor. Roll Call vote was taken; all approved; none opposed.

**7. Discuss and Review each county's progress in organizing the PIT Count and discuss any support needs and/ or suggestions. This is to include strategies around COVID-19.**

- a) No county had any comments or discussion.

**8. Agenda Items for Next Meeting:**

- a) Medea is requesting the names and email addresses of the two assigned regional administrators for the PIT app training from each county before next week.
- b) Review the PIT app training and Q&A.

**9. Adjournment:**

- a) Motion to adjourn meeting: 11:00am by Jennie Neal
- b) Seconded: Misty Malloroy
- c) Roll Call vote was taken; All approved; none opposed.

**10. Next Meeting:**

- a) January 19, 2021.