



PIT Count (PITC) Committee Meeting Minutes

Thursday, April 18, 2024 | 9:00 AM – 10:30 AM

[Meeting Recording](#). The chat is below the minutes.

Attendance:

Member	Area of Representation/Organization	Present
Bren Torres	Youth/LGBT	No
Bridget Alexander	Shelter/Housing Youth Waking the Village	Yes
Cynthia Hunt (Co-Chair)	Shelter/Housing Cottage Housing	Yes
David Kretzmann	Faith Advocate	No
Joseph Smith (Co-Chair)	Mental Health, HOPE Cooperative	No*
Kristy Smith	Partners with Lived Expertise	Yes
Michelle Schumann	Behavioral Health, County Behavioral Health Services	Yes
Niakia “Kia” Phillips	Senior Program Manager, Insight Housing	No
Noni Plasichuk	Managed Care Plans	Yes
Rodger Freeman	Domestic Violence	No
Stefan Heisler	Reinvestment Analyst, City of Rancho Cordova	Yes
Theresa Luna	Behavioral Health	Yes
Yvette Buckner	Partners with Lived Expertise	Yes

SSF Staff	SSF Title
Jesse Archer	CoC Analyst
Jodi Weiner	Learning & Development Specialist
Kathreen “Nica” Daria	Capacity Building & Training Manager

Michele Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Sarah Fletcher	COMMS Specialist
Sarah Schwartz	Volunteer Coordinator
Trent Simmons	Data & Analytics Director

Guests
Dulce Delgadillo Santisteban, Jackie Gardner, James Landreth, Jeffery, Kandsad Simmons, Niomi Del Rio, Shannen Padillia, and Simtech Team.

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome & Introductions	Joseph Smith, PITC Co-Chair	9:00 AM (5 minutes)	Informational
Cynthia welcomed everyone and started the meeting around 9:06 AM.			
II. Announcements (Upcoming Events & Recent Actions)	PITC Co-Chairs, PITC Members, SSF Staff, & Guests	9:05 AM (10 minutes)	Informational
No announcements.			
III. Approval of 3/21/24 Meeting Minutes Supporting Material: <ul style="list-style-type: none"> 3/21/24 Meeting Minutes 	Cynthia Hunt, PITC Co-Chair	9:15 AM (5 minutes)	Action
Motioned for Approval of 3/21/24 meeting minutes: 1st- Noni Plasichuk, 2nd- Stefan Heisler Motion Approved.			

IV. 2024 PIT Count Data <ul style="list-style-type: none"> Community Report Development HUD Data Submission 	Trent Simmons, SSF Data & Analytics Director	9:20 AM (10 minutes)	Discussion
<p>Trent shared details about the timeline, the HIC and PIT reports are due on April 30, 2024, the need for Providers to submit their data, contact the HMIS Team to assist with questions, the finalized numbers (after April 30) will be used to complete the PIT Count data report. Questions were asked. Please see the recording for details.</p>			
V. PIT Count Background <ul style="list-style-type: none"> CoC Requirement Impact on Sacramento CoC Planning & Funding for Homeless Services 	Michele Watts, SSF Chief Planning Officer	9:30 AM (25 minutes)	Information & Discussion
<p>Michele mentioned the purpose of this agenda item, the reason for the bi-annual unsheltered PIT Count, HUD and State requirements, planning and volunteering efforts (with over 800 volunteers for the 2024 unsheltered PIT Count), use of PIT Count data, sampling methodology, volunteer concerns, and future ideas to amend the survey. Questions were asked. Please see the recording for details.</p>			
VI. PIT Committee Leadership & Engagement	Cynthia Hunt	9:55 AM (10 minutes)	Discussion
<p>Cynthia shared the need for a new Co-Chair, Co-Chair role and duties, if you're interested please contact SSF staff or Cynthia Hunt.</p>			
VII. PITC Meeting Frequency Discussion	Joe Smith	10:05 AM (15 minutes)	Discussion & Action
<p>Cynthia, Nica, and Jeff shared we can transition to a new meeting schedule given the 2024 PIT Count event is completed, the need to create a new timeline for the next PIT Count, new frequency options of meeting: option a - every other month or option b- quarterly (various PITC members agreed with either options), and the next PIT Count would be 2025. The Simtech Team shared that the Sacramento CoC can do the Count every year (the HUD requires a Count every other year). Michele shared details about SSF capacity and recommendation to vote next month on the new meeting frequency until the report is out and the new co-chair has joined. <i>No action was taken by the Committee.</i></p>			

Action Item:

- This agenda item will be placed on the May PITC meeting agenda for continued discussion and action.

VIII. Meeting Adjourned at 9:52 AM.

The next PIT Count Committee Meeting is Thursday, May 16 at 9:00 AM.

PITC Meeting Chat

09:00:15 From Jodi Weiner to Everyone:
Good morning!!!!

09:01:00 From Kristy Smith to Everyone:
Good morning

09:01:08 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's meeting agenda:
<https://sacramentostepsforward.org/wp-content/uploads/2024/04/4.18.2024-PIT-Count-Committee-Meeting-Agenda.pdf>

09:03:15 From Waking the Village to Everyone:
Hello! Apologies in advance that I will need to leave the meeting early today.

09:04:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Replying to "Hello! Apologies in ..."
Hello Bridget! Thank you for letting us know 😊

09:06:50 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's meeting agenda:
<https://sacramentostepsforward.org/wp-content/uploads/2024/04/4.18.2024-PIT-Count-Committee-Meeting-Agenda.pdf>

09:09:02 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of 3/21/24 meeting minutes

09:09:07 From Waking the Village to Everyone:
Yes

09:09:12 From Stefan Heisler to Everyone:
Yes

09:09:16 From Kristy Smith to Everyone:
Approve

09:09:28 From Yvette Buckner to Everyone:
Yea

09:09:50 From Theresa Luna to Everyone:
yes

09:09:58 From Jesse SSF, CoC Analyst to Everyone:
Cynthia verbally said yes

09:28:13 From Simtech Team to Everyone:
This YouTube video should help explain the methodology that Trent is describing....
<https://www.youtube.com/watch?v=10wjOMPQ0mE&list=PLVogEzc6iZww-Olq-R6G2Wdyacy04QtK5>

09:35:37 From Theresa Luna Sac Co. CPS ER SW to Everyone:
Honestly I could not even figure out where I was assigned. I did all the trainings and took the test but It did not feel user friendly when I was trying to figure out where to go to volunteer.

09:37:19 From Waking the Village to Everyone:
Apologies! Need to duck out now. See you all next month!

09:39:35 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Interested in the PITC Co-Chair seat, please email me:
mcharlton@sacstepsforward.org

09:40:08 From Kristy Smith to Everyone:
Reacted to Interested in the Pl... with "❤️"

09:40:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Details about the upcoming PITC meetings, here is the 2024 PITC Committee
Work Plan:
<https://sacramentostepsforward.org/wp-content/uploads/2024/03/2024-CoC-Point-In-Time-Count-Committee-Work-Plan.pdf>

09:40:45 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Cynthia Hunt: chunt@cottagehousing.org

09:45:07 From Theresa Luna Sac Co. CPS ER SW to Everyone:
I believe quarterly for the off time would be appropriate, but either is acceptable

09:45:34 From Noni Plasichuk to Everyone:
I agree with Theresa

09:45:54 From Michelle Schuhmann to Everyone:
Im OK with either as well

09:46:36 From Yvette Buckner to Everyone:
I would love EVERY YEAR

09:46:46 From Kristy Smith to Everyone:
Reacted to I would love EVERY Y... with "❤️"

09:49:01 From Kristy Smith to Everyone:
I agree

09:49:17 From Noni Plasichuk to Everyone:
Reacted to "I would love EVERY..." with ❤️

09:49:34 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
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