



PIT Count (PITC) Committee Meeting Minutes

Thursday, February 20, 2025 | 9:00 AM – 10:30 AM

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

Attendance:

Member	Area of Representation/Organization	Present
Bridget Alexander	Shelter/Housing Youth Waking the Village	Yes
Cynthia Hunt, Co-Chair	Shelter/Housing Cottage Housing	Yes
Kristy Smith, Co-Chair	Partners with Lived Expertise	Yes
Michelle Schumann	Behavioral Health, County Behavioral Health Services	Yes
Noni Plasichuk	Managed Care Plans	No
Stefan Heisler	Reinvestment Analyst, City of Rancho Cordova	Yes
Theresa Luna, Co-Chair	Behavioral Health	No
Yvette Buckner	Partners with Lived Expertise	Yes
Zachary Basler, Co-Chair	LGBTQ Advocate, Realtor	Yes

SSF Staff	SSF Title
Geoff Fralick	Program Analyst – Youth
Jesse Archer	CoC Program Manager
Jodi Weiner	Learning & Development Specialist
Kathreen Daria	Capacity Building & Training Manager
Kelley Castro	Partners with Lived Expertise Specialist III
Marjorie Delgadillo	Family Collaborative Director
Michelle Charlton	Interim Senior Program Analyst, CoC Governance
Niomi Del Rio	Administrative Analyst

Guests

Dulce D, Jeffery Tardaguilla, Matt Simmons, and Richard Barton.

Agenda Item	Presenter(s):	Time	Item Type
<p>I. Welcome & Introductions</p> <p>2025 CoC PITC Chairs:</p> <ul style="list-style-type: none"> • Cynthia Hunt, • Kristy Smith, • Theresa Luna, • Zachary Basler 	<p>Kristy Smith, PITC Co-Chair</p>	<p>9:00 AM (10 minutes)</p>	<p>Informational</p>
<p>Cynthia welcomed everyone and started the meeting around 9:06 AM.</p>			
<p>II. Announcements (Upcoming Events & Recent Actions)</p> <p>Resources & Updates:</p> <ul style="list-style-type: none"> • List of Acronyms • 2024 CoC Annual Meeting Webpage • 2024-2025 CoC Board Recruitment 	<p>Kristy Smith, PITC Co-Chair, PITC Co-Chairs, PITC Members, SSF Staff, & Guests</p>	<p>9:10 AM (10 minutes)</p>	<p>Informational</p>
<p>Announcement:</p> <ul style="list-style-type: none"> • Jeffery T. announced that the “Mobile Accessibility Committee” will be meeting this afternoon. Please see the recording for details. 			
<p>III. Approval of 6/20/24 Meeting Minutes</p> <p><i>Reminder: Jul. 2024 – Jan. 2025 CoC PITC meetings were canceled.</i></p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • 6/20/24 Meeting Minutes 	<p>Cynthia Hunt, PITC Co-Chair</p>	<p>9:20 AM (5 minutes)</p>	<p>Action</p>

Motioned for Approval of 6/20/24 meeting minutes:

1st- Zachary Basler, 2nd- Stefan Heisler.

Motion Approved.

IV. Approval of the 2025 PITC Work Plan

Cynthia Hunt,
PITC Co-Chair

9:25 AM
(10 minutes)

Discussion &
Action

Supporting Material:

- [Draft 2025 PITC Work Plan](#)

Cynthia reviewed the [2025 PITC Work Plan](#). Questions were asked regarding the previous PIT research consultant, SimTech, and how the 2024 PIT Count Debrief will be incorporated into the onboarding of new committee members this Spring. Matt Simmonds, SimTech, introduced himself and offered some initial input on some state-wide trends in homelessness data capturing & PIT methodology.

Motioned for Approval of the 2025 PITC Work Plan:

1st- Zachary Basler, 2nd- Bridget Alexander.

Motion Approved.

V. 2024 CoC Committee Overview Presentation – PITC Slides

Kristy Smith

9:35 AM
(10 minutes)

Discussion

Supporting Material:

- [Draft PITC Committee Presentation Slides](#)

Cynthia provided an overview of the CoC Committee presentation and specifically reviewed the slides related to the PITC.

VI. 2026 PIT Count Planning:

- Work Groups
- Potential PIT Count Dates

Jesse Archer,
SSF CoC Program
Manager

9:45 AM
(25 minutes)

Discussion

Kathreen "Nica"
Daria, SSF
Capacity Building

	& Training Manager		
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Jesse provided an overview of the [PIT Feedback Structure](#) that outlines the areas of feedback and finalization the CoC Board, PITC, and SSF will each participate in. Nica shared that the ***tentative dates*** set for the 2026 PIT Count are January 26th & 27th, 2026. She encouraged members of the committee to review these dates and let SSF know if any major conflicts come to mind. She shared that SSF has launched its internal processes for the 2026 PIT Count. Additional comments were made:

- Jeffery T. recommended that SSF reach out to the Sacramento Mayor’s office early on to ensure City Council is aware. He mentioned the importance of the Lunar New Year for certain communities and ensuring that factor is considered during the planning.
- Zachary, mentioned in the chat, if there are weather concerns we probably want that second day. 2 days worked well last year and 1 day on a Monday may not have enough volunteers.
- Please see the meeting recording for details.

VII. FY2024/2025 NOFO CoC Program Competition Debrief Supporting Materials: <ul style="list-style-type: none"> • NOFO Debrief Presentation • NOFO Debrief Report • FY2024/2025 NOFO CoC Program Competition webpage 	Jesse Archer	10:10 AM (5 minutes)	Informational
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Jesse shared the finalized 2024/25 NOFO Debrief Report can be found [here](#). He reminded the committee that there will not be another CoC Program NOFO until 2026. This break will provide a valuable opportunity for various change initiatives in our community. Questions were asked regarding Federal Policy decisions. Community members interested in staying involved and informed can view the [SSF "Federal Funding Information & Resources" webpage](#). Additional discussion was had. Please see the recording for details.

VIII. Conclusion: Open for questions, comments, etc.	Open to All	10:15 AM (10 minutes)	Informational
Please see the recording for details.			
IX. Meeting Adjourned The next PIT Count Committee Meeting is Thursday, April 17, at 9:00 AM. 2025 CoC PITC Meetings: Feb 20 Apr 17 Jun 19 Jul 17 Aug 21 Sept 18 Oct 16 Nov 20 Dec 18			

PITC Meeting Chat

09:00:16 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Welcome! Here is today's agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/02/2.20.2025-PITC-Agenda.pdf>

09:02:48 From Jodi Weiner to Everyone: Good morning!

09:02:58 From Kristy Smith to Everyone: Good morning

09:03:57 From Marjorie Delgadillo to Everyone: 'Morning everyone

09:04:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: **Welcome! Here is today's agenda:** <https://sacramentostepsforward.org/wp-content/uploads/2025/02/2.20.2025-PITC-Agenda.pdf>

09:09:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Welcome Zachary!

09:12:48 From Jodi Weiner to Everyone: Welcome Richard!!!

09:14:42 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of 6/20/24 Meeting Minutes:

09:14:51 From Kristy Smith to Everyone:
Approve

09:14:53 From Waking the Village to Everyone:
Yes

09:14:54 From Stefan Heisler, City of Rancho Cordova to Everyone:
Yes

09:14:57 From Zachary Basler to Everyone:
approve

09:16:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Feb. 2025 CoC PITC Meeting Questions:

In person meetings: what month would be best to meet in person?

New member recruitment: what areas of representation for targeted ad-hoc recruitment?

09:33:12 From Zachary Basler to Everyone:
my weds and Mondays are fully booked

09:33:45 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the 2025 CoC PITC Work Plan:

09:33:49 From Waking the Village to Everyone:
yes

09:33:51 From Stefan Heisler, City of Rancho Cordova to Everyone:
Yes

09:33:52 From Zachary Basler to Everyone:
approve

09:34:04 From Jesse SSF, CoC Program Manager to Everyone:
Replying to "my weds and Mondays are fully booked":
The meeting would likely still be during the regular PITC day/time, just in person.

09:34:31 From Cynthia Hunt to Michelle Charlton (She/Her) CoC Coordinator, SSF (direct message):
Approve

09:37:48 From Zachary Basler to Everyone:
Replying to "my weds and Mondays are fully booked":
any month works for me with 60 days notice

09:45:04 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
This doc: <https://sacramentostepsforward.org/wp-content/uploads/2025/02/02.2025-PITC-Feedback-Structure.pdf>

09:48:20 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Tentative 2026 PIT Count Dates: Jan 26 & Jan 27, 2026

09:50:09 From Zachary Basler to Everyone:
2 days worked well last year. 1 day on a Monday may not have enough volunteers

09:51:15 From Zachary Basler to Everyone:
also if there is any weather we probavbly want that second day

09:55:17 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
FY2024 NOFO Debrief Report: <https://sacramentostepsforward.org/wp-content/uploads/2025/02/Sacramento-CoC-FY-24-25-Program-NOFO-Debrief-2.10.25.pdf>

09:55:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
FY 2024–2025 CoC Program Competition webpage:
<https://sacramentostepsforward.org/2024-continuum-of-care-coc-program-competition/>

09:57:04 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Stay informed and explore the SSF Federal Funding & Policy Updates webpage:
<https://sacramentostepsforward.org/federal-funding-information-resources/>

09:59:48 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
VIII. Conclusion: Open for questions, comments, etc

10:00:47 From Geoffrey Fralick to Everyone:
Thank you everyone. I need to head to a conflicting meeting.

10:01:29 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The next PIT Count Committee Meeting is Thursday, April 17, 2025 at 9:00 AM.

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Oct 16 | Nov 20 | Dec 18**