

# Coordinated Entry System Committee (CESC) Meeting Minutes

Thursday, September 9th, 2021 || 2:30 PM – 4:00 PM



SACRAMENTO  
STEPS FORWARD

Ending Homelessness. Starting Fresh.

[Recording of Zoom Meeting](#). The chat and material(s) discussed at the meeting (not provided before the meeting) are below the minutes.

## Attendance:

Member	Area of Representation / Organization	Present
Cheyenne Carraway	SHRA	Yes
Derrick Bane	Turning Point Community Programs	No
Desirae Yoder	Hope Cooperative	Yes
Erica Plumb	Mercy Housing	No
Gabriel Kendell	2-1-1	Yes
Jenna Abbott (Co-Chair)	River District	No
John Foley (Co-Chair)	Sacramento Self Help Housing	Yes
Julie Field	Sac. County Dept. of Human Assistance	Yes
Kate Hutchinson	Lutheran Social Services	Yes
Kelsey Endo	Cottage Housing	Yes
Maggie Marshall	Kaiser Sacramento	No
Monica Rocha-Wyatt	Sac. County Dept. of Behavioral Health	Yes
Paula Kelley	Sacramento Self Help Housing	No
Phillip Scott Reed	US Department of Veterans Affairs	Yes
Rose Aghaowa	Wellness & Recovery North	No
Tina Glover	SACOG	Yes
Stephanie Cotter	City of Citrus, Heights	Yes

SSF Staff	SSF Title
Andrew Geurkink	CoC Specialist

Michele Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Peter Bell	CES Program Manager
Stacey Fong	Coordinated Entry Analyst
Theresa Bible	Outreach Navigator – Meadowview
Tiffani Reimers	CES Operations Coordinator
Ya-yin Isle	Chief Strategic Initiatives Officer

Guests
Christine Wetzel, Emily Zelaya, Julie McFarland, Lee Sorrell, Lindsay Curtis, and u974370.

Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome &amp; Introductions</b>	John Foley, & Jenna Abbott, CESC, Co-Chairs	2:30 PM (5 minutes)	Informal
John called the meeting around 2:36 PM. Attendance of 20 participants.			
<b>II. Approval of CESC Minutes: 7/8/2021 &amp; 8/12/21</b>	John Foley	2:35 PM (5 minutes)	Action
<p>Motioned for approval of 7/8/21 minutes: 1st - Cheyenne Carraway / 2nd - Kate Hutchinson.</p> <p>Motion approved.</p> <p>Motioned for approval of 8/12/21 minutes: 1st - Kate Hutchinson / 2nd - Monica Rocha-Wyatt.</p> <p>Motion approved.</p>			

<b>III. Coordinated Entry Funding Support Plan</b>	Michele Watts, SSF Chief Planning Officer & Peter Bell, SSF CES Program Manager	2:40 PM (30 minutes)	Presentation
Peter and Michele discussed the CESC role, funding (tier 1, tier 2, tier 3), initiatives, recommendations, chart of CESC priorities, CESC work plan. Questions and comments were asked. Please see the recording for more details.			
<b>IV. CESH-19 and Racial Equity</b>	Michele Watts & Peter Bell	3:10 PM (20 minutes)	Information
Peter and Michele shared a presentation discussing the CES vision, funding, CESH-19 background, CESH-19 core areas of work rationale, CESH-19 funding goals & activities, CESH-19 estimated budget, CES & HRS support: staff positions, CESH-19 funding next steps and funding sources next steps. Also, the Racial Equity Committee (REQC) is accepting applications for the appointment of committee members. The <a href="#">REQC application</a> deadline is Wednesday, September 29th by 5:00 PM. Please see the recording for more details.			
<b>V. HMIS Assessor Demographics Survey</b>	Peter Bell	3:30 PM (10 minutes)	Action
Julie McFarland, Homebase, provided a refresh on the <a href="#">survey</a> discussing its purpose and additional details. Please see the recording for details.  Motioned for approval of HMIS Assessor Demographics Survey with additional input from the CESC to be considered: 1st - Gabriell Kendall / 2nd - Monica Rocha-Wyatt.  Motion approved.			
<b>VI. RAPS Evaluation</b>	Peter Bell	3:40 PM (15 minutes)	Discussion

Peter provided a brief update on the upcoming timeline (October and November CESC meetings and the CoC Board meeting). Please see the recording for more details.			
<b>VII. Communication Goals:</b> a. <b>Provider Facing</b> b. <b>Client Facing</b>	Peter Bell	3:55 PM (5 minutes)	Discussion
Time did not permit this agenda item.			
<b>VIII. Meeting Adjourned at 3:58 PM. Attendance of 20 participants.</b> <b>Next Meeting:</b> Thursday, October 14th, 2021 (2:30 PM - 4:00 PM) <b>Potential Topics to cover:</b> RAPS Evaluation, Racial Equity, Dynamic Systems, and Policy Adoption.			

### CESC Meeting Chat

14:31:37 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Welcome! Here are today's materials:

<https://sacramentostepsforward.org/wp-content/uploads/2021/09/Corrected-9.9.21-CESC-Materials.pdf>

14:36:02 From Julie McFarland (she/her) to Everyone:

Apologies, Julie McFarland using she/her pronouns

14:39:41 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Approval of 7/8/21 minutes:

14:39:50 From Peter Bell (he/him) to Everyone:

Kate votes aye

14:39:51 From Julie Field to Everyone:

aye

14:39:51 From Monica Rocha-Wyatt (she/her) to Everyone:

Yes

14:39:52 From John Foley to Everyone:

yes

14:39:54 From Kelsey Endo to Everyone:

yes

14:39:54 From Gabriel Kendall to Everyone:

Yes

14:39:57 From Tina Glover (SACOG - she/her) to Everyone:

yes

14:39:58 From Philip Reed to Everyone:

yes

14:40:03 From Stephanie Cotter to Everyone:

yes

14:40:38 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Approval of 8/12/21 minutes:

14:40:42 From Monica Rocha-Wyatt (she/her) to Everyone:

aye

14:40:42 From Julie Field to Everyone:

aye

14:40:43 From Stephanie Cotter to Everyone:

yes

14:40:43 From Peter Bell (he/him) to Everyone:

Kate votes aye

14:40:43 From Kelsey Endo to Everyone:

yes

14:40:45 From Cheyenne Caraway to Everyone:

yes

14:40:46 From John Foley to Everyone:

yes

14:40:58 From Tina Glover (SACOG - she/her) to Everyone:

yes

15:34:09 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Also, the Racial Equity Committee (REQC) is accepting applications for the appointment of committee members. See application link below. The REQC application deadline is Wednesday, September 29th, 2021 by 5:00 PM.

<https://docs.google.com/forms/d/e/1FAIpQLSfdPmXDK78NhGidrCFwrK5ww1rKzJG5bRjFz8nXCAX2yCb7rA/viewform>

15:36:09 From Monica Rocha-Wyatt (she/her) to Everyone:

BRB

15:36:19 From Kate Hutchinson to Everyone:

Also, I think the Racial Equity Committee had many more applications than they were able to seat - maybe some of these people would be excited to assist!

15:37:01 From Julie McFarland (she/her) to Everyone:

That's a great idea, Kate.

15:40:00 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

SSF Draft Demographic Survey for People Conducting CE Assessments:

<https://www.surveymonkey.com/r/GT2LT79>

15:46:43 From Julie McFarland (she/her) to Everyone:

We had 300+

15:49:50 From Julie McFarland (she/her) to Everyone:

Idea -

After Question 4: How frequently do you engage with people experiencing

homelessness within the coordinated entry process? daily / weekly / monthly / less than monthly

15:50:25 From Julie McFarland (she/her) to Everyone:

Thanks, Tina!

15:50:29 From Monica Rocha-Wyatt (she/her) to Everyone:

I volunteer too

15:50:33 From Julie McFarland (she/her) to Everyone:

Awesome.

15:53:27 From Michelle Charlton (She/Her/Hers) SSF, CoC Coordinator to Everyone:

Approval of HMIS Assessor Demographics Survey:

15:53:33 From Monica Rocha-Wyatt (she/her) to Everyone:

aye

15:53:34 From Tina Glover (SACOG - she/her) to Everyone:

aye

15:53:34 From Stephanie Cotter to Everyone:

Yes

15:53:36 From John Foley to Everyone:

yes



15:53:36 From Julie Field to Everyone:

aye

15:53:36 From Kelsey Endo to Everyone:

yes

15:53:38 From Cheyenne Caraway to Everyone:

yes

15:53:40 From Gabriel Kendall to Everyone:

yes

15:53:42 From Kate Hutchinson to Everyone:

aye

15:54:01 From Philip Reed to Everyone:

aye

15:54:27 From Julie McFarland (she/her) to Everyone:

Thanks for the time everyone - we will include process steps in the draft survey that we send around so you can see the implementation plan and offer input before we move forward.

15:56:20 From Kate Hutchinson to Everyone:

I need to hop off. Thanks, everyone.

15:57:40 From Monica Rocha-Wyatt (she/her) to Everyone:

need to hop off for other meeting

15:58:30 From Michele Watts, she/her/hers, SSF Chief Planning Officer to Everyone:

Nice job Peter and Michelle C on getting this month's meeting packet out timely!

15:58:45 From Tina Glover (SACOG - she/her) to Everyone:

doodle poll for a new November date?

# Coordinated Entry System Improvements Funding- CESH-19 & Other Sources

Sacramento CoC Board Presentation  
September 8, 2021

Michele Watts, SSF Chief Planning Officer  
Peter Bell, SSF Coordinated Entry System Manager



# CES Vision

- Sacramento CoC is responsible for the local Coordinated Entry System (CES), operated by Sacramento Steps Forward
- CES is intended to ensure homeless response system resources are prioritized for those with the greatest need
- CES **core elements** are access, assessment, prioritization, referral, and problem-solving
- Like many CoCs, Sacramento's CES is a work in progress supported by multiple funding sources, contracted, awarded, allocated, proposed, upcoming, and under development



# Funding to Support CES Improvements

## Contracted, Awarded, Allocated or Proposed

- **CESH** 18 & 19
- **HHAP** 1 & 2

## Upcoming Opportunities

- **HHAP** 3 & 4
- **HUD CoC NOFO** CE Project

## Under Development

- Support from Cities and County



# CESH-19 Background

- CESH-19 funding is one CES funding source, allocated by the CoC to support Coordinated Entry System improvements
- CESH-19 funding application was approved by the CoC in April 2019 and accepted by the state in October 2019
- CESH-19 CoC application priorities are:
  - CES Improvements
  - System Supports
- Funding must be awarded by October 7, 2021



# CESH-19 Core Areas of Work

Plan for use of CESH-19 funds for CES Improvements & System Supports built out based on local system analyses and recommendations from the CES Evaluation, Gaps Analysis & Racial Equity Action Plan.

Three core areas of work will be prioritized:

1. Coordinated entry system improvements;
2. Advancing racial equity goals; and
3. Uplifting the voices of people with lived experience to inform broader homeless response system decision-making



# CESH-19 Core Areas of Work Rationale

- **Improves** upon the core elements of CES (access, assessment, prioritization, referral and problem-solving)
- **Invests** in action to address systemic racial disparities as recommended by the Racial Equity Committee
- **Supports** people with lived experience to influence system change





# CESH-19 Funding Goals & Activities

- Support authentic collaboration between the Racial Equity and Coordinated Entry System Committees
- Advance the recommendations of the Racial Equity Action Plan and the Coordinated Entry System Evaluation
- Support people with lived experience on our boards, committees and special projects with stipends and ongoing dedicated staffing support
- Provide community-wide training on problem-solving and other best practices
- Roll-up data and communicate broadly



# CESH-19 Estimated Budget

Activity	Funding Category	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total Cost
CES and HRS Staffing Support	CES / System Support	\$272,147	\$217,147	\$217,147	\$706,441
Community Training(s)	System Support	\$15,000	\$15,000	\$15,000	\$45,000
Stipends, flexible supports, and consultation costs for People with Lived Experience	System Support	\$36,500	\$36,500	\$37,000	\$110,000
<b>Total</b>					<b>\$861,441</b>



# CES and HRS Support: Staff Positions

- Lived Experience Coordinator
- CE Referral Specialist (first year only)
- REQ & CE Implementation Specialist
- CE Data Liaison



# CESH-2019 Funding Next Steps

- Presentation to CoC Board 9/8/21 (today)
- Presentation to Coordinated Entry System Committee for further discussion and refinement 9/9/21
- Inform the state of award CESH-19 funding to SSF by October 7, 2021 deadline
- Presentation to the Racial Equity Committee in October
- Post and recruit for positions in Q4 of 2021



# CES Funding Sources Next Steps

CES is a work in progress, with planning and change efforts to be informed by ongoing CoC and other stakeholder input. Funding source next steps include:

- HHAP-2: CES investments pending state execution of standard agreement and disbursement of funding
- HHAP-3: CoC sets priorities and activities for the HHAP-3 application due in 2022
- HUD CoC: SSF prepares an application for a CES project for the FY2021 NOFO competition due this fall
- Local funding opportunities under development
- Other state or federal opportunities

