

Coordinated Entry System Committee (CESC) Meeting Minutes

Thursday, February 10th, 2022 || 2:30 PM – 4:00 PM



SACRAMENTO
STEPS FORWARD

Ending Homelessness. Starting Fresh.

The meeting recording was not captured. The material(s) discussed at the meeting are below the minutes.

Attendance

Member	Area of Representation / Organization	Present
Cheyenne Carraway	SHRA	<input checked="" type="checkbox"/>
Derrick Bane	Turning Point Community Programs	<input type="checkbox"/>
Erica Plumb	Mercy Housing	<input type="checkbox"/>
Gabriel Kendell	2-1-1	<input checked="" type="checkbox"/>
Jenna Abbott (Co-Chair)	River District	<input checked="" type="checkbox"/>
John Foley (Co-Chair)	Sacramento Self Help Housing	<input checked="" type="checkbox"/>
Julie Field	Sac. County Dept. of Human Assistance	<input type="checkbox"/>
Kate Hutchinson	Lutheran Social Services	<input type="checkbox"/>
Kelsey Endo	Cottage Housing	<input checked="" type="checkbox"/>
Maggie Marshall	Kaiser Sacramento	<input type="checkbox"/>
Monica Rocha-Wyatt	Sac. County Dept. of Behavioral Health	<input checked="" type="checkbox"/>
Samantha Earnshaw	Lutheran Social Services	<input type="checkbox"/>
Stephanie Cotter	City of Citrus, Heights	<input checked="" type="checkbox"/>
Tina Glover	SACOG	<input checked="" type="checkbox"/>

Racial Equity Committee Member Liaisons	Area of Representation / Organization	Present
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Deborah Hicks	HeartLand Child & Family Services	<input type="checkbox"/>
Deisy Madrigal	LSS of Northern California	<input type="checkbox"/>

Ejiro Okoro	Sacramento Housing Alliance	<input checked="" type="checkbox"/>
Emily Zelaya	Opening Doors, Inc.	<input checked="" type="checkbox"/>
Quinn Jones-Hylton	Community Power	<input type="checkbox"/>

Agenda Item	Presenter(s)	Time	Item Type
I. Welcome & Introductions	John Foley, & Jenna Abbott, CESC Co-Chairs	2:30 PM (10 minutes)	Informal
II. Announcements: (Upcoming Events & Recent Actions)	CESC Co-Chairs, CESC Members, SSF Staff, & Guests	2:40 PM (5 minutes)	Informational

Michele Watts shared that SSF is still recruiting volunteers for the Point-in-Time Count, which will be held on February 23- 24, 2022. There are currently 400 volunteers with a goal of 500 volunteers. Due to COVID-19, safety precautions will be enforced during this year's count. Link to sign up to volunteer: <https://sacramentostepsforward.org/continuum-of-care-point-in-time-pit-count/2022-pit-count/>

Stephanie Cotter shared that anyone is welcome to join the Citrus Heights Collaborative Meeting. For more information, visit their website at: <https://www.citrusheights.net/435/Citrus-Heights-Collaborative>

III. Updates from CoC Board	Peter Bell, SSF CE Manager	2:45 PM (5 minutes)	Action
<ul style="list-style-type: none"> ● RAPS Year 2 ● CAS Proposal 			

Peter shared that both items were approved at the CoC Board Meeting:

1. \$1 million for RAPS Expansion, Year 2 will fund four FTE housing locators, one at each current problem-solving access point. It also will provide \$400,000 in housing problem-solving funds available to agencies to support rapidly exiting or diverting households from homelessness. Agencies will hold an MOU with SSF and attend required training.

2. \$3.7 million for the Coordinated Access Proposal will fund the expansion of 211, increase of SSF staff capacity, and outreach navigational support (designated agencies decided through an RFP process). The CoC approved the funds to be spent in a two-year period contingent upon receiving commitments from the City and County. The Coordinated Access Proposal will be brought to the City Council on Tuesday, March 8th for its approval. It will be presented to the Board of Supervisors at a date still to be determined.

V. CESC Work Plan	Peter Bell, SSF CE Manager & Meadow Robinson, Homebase	2:50 PM (30 minutes)	Informational & Discussion
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Meadow summarized the work plan goals with an estimated timeline, noting that the work plan is flexible to changes and can be adjusted, even after approval.

Recommendations and ideas:

Goal 1: none

Goal 2: Recruit more diverse membership and focus on that more in the agenda (see next agenda item)

Goal 3: Working group formed to look at assessment and prioritization relating to inequities and other communities' best practices. By July, the group will have a recommendation to bring to the CESC and will also look at how it intersects with the survivor system.

Goal 4: John Foley recommends SSF shares reports to CESC (i.e. EHV progress) to understand workload and inform the goals.

Goal 5: SSF will provide RAPS Expansion training details, report on progress towards the objectives and the transition towards the updated processes/model. SSF is working on the Coordinated Access Proposal executive summary and presentation that will be shared when completed. Smaller cities should lock in their commitment by the end of March.

Item was informational and SSF was looking to bring it back for adoption at the next meeting. Jenna suggested changing it to an action item at the meeting, with the ability to change parts of the work plan.

Motioned for approval: 1st - Jenna Abbot, 2nd - Monica Rocha-Wyatt
Motion approved.

VI. Update on Transfer & Termination Policies and Procedures	Peter Bell, SSF CE Manager & Stacey Fong, SSF CE Analyst	3:20 PM (5 minutes)	Informational
<p>Peter shared an update that feedback from the Transfer and Termination Policies and Procedures has been reviewed. Revisions were made to the policies and procedures to reflect feedback from the ten respondents (included four committee members). Stacey summarized the revisions made, which are highlighted in the updated policies that were sent out. SSF asked that a final review of the changes be made by the committee and that any feedback be sent to Stacey at sfong@sacstepsforward.org. The final documents will be brought back to the March CESC meeting as an action item, and to the April CoC Board meeting for final approval.</p>			
IV. Demographic Results & Next Steps	Julie McFarland, Consultant	3:25 PM (20 minutes)	Discussion & Action
<p>Julie McFarland reviewed the responses from demographic surveys taken by committee members and noted that the materials will be shared after the presentation.</p> <p>Meadow shared that the Racial Equity Leadership Team encourages the CESC to recruit with more diverse representation from people of color, people with lived experience, and LGBTQ population. Julie added that front-line staff and PWLE are also important groups to target.</p> <p>Jillyan updated the committee that SSF is in the second round of interviews for hiring the Person with Lived Experience Specialist.</p> <p><u>Next Steps:</u> Julie will send out the survey to the remaining committee members who did not respond.</p>			
VI. CESC Membership: <ul style="list-style-type: none"> ● Expectations and Roles ● 2022 Recruitment 	Peter Bell, Michele Watts, & Julie McFarland, Consultant	3:45 PM (15 minutes)	Informational & Action
<p>Peter and Michele provided a summary of the previous meeting's agenda item. The committee offered the following suggestions:</p> <ol style="list-style-type: none"> 1. Jenna: send out an annual letter showing the attendance of each board member and indicating the expectations 			

2. Stephanie: allow members to share extenuating circumstances before removal from the committee
3. Stephanie and Gabriel: collect information for a secondary contact
4. Cheyenne: hold a poll to see if the meeting times works best for everyone; explore other times including nights/weekends

Michele W. shared that 17 people were interested in the CESC and she will provide an update on Monday, 2/14 to the committee's co-chairs to review representation of the diversity of applicants. The recruitment deadline is Tuesday, 2/22.

Next Steps: SSF will include a simple summary of the committee members' demographic data to help inform next steps to ensuring diverse/equitable committee representation.

X. Meeting Adjourned

Next Meeting: Thursday, March 10th, 2022, 2:30 PM to 4:00 PM

Potential topics to cover: Approve Policies, RAPS, CAS, New Member Slate

Reference the [CoC Meeting calendar](#) for upcoming CoC Board and Committee Meetings.