Coordinated Entry System Committee (CESC) Meeting Minutes
Thursday, March 10th, 2022 | 2:30 PM – 4:00 PM

Recording of Zoom Meeting. The chat is below the minutes.

Attendance:

<table>
<thead>
<tr>
<th>Member</th>
<th>Area of Representation / Organization</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheyenne Carraway</td>
<td>SHRA</td>
<td>Yes</td>
</tr>
<tr>
<td>Derrick Bane</td>
<td>Turning Point Community Programs</td>
<td>No</td>
</tr>
<tr>
<td>Erica Plumb</td>
<td>Mercy Housing</td>
<td>No</td>
</tr>
<tr>
<td>Gabriel Kendell</td>
<td>2-1-1 Sacramento</td>
<td>Yes</td>
</tr>
<tr>
<td>Jenna Abbott (Co-Chair)</td>
<td>The River District</td>
<td>No</td>
</tr>
<tr>
<td>John Foley (Co-Chair)</td>
<td>Sacramento Self Help Housing</td>
<td>Yes</td>
</tr>
<tr>
<td>Julie Field</td>
<td>Sac. County Dept. of Human Assistance</td>
<td>Yes</td>
</tr>
<tr>
<td>Kate Hutchinson</td>
<td>Lutheran Social Services</td>
<td>No</td>
</tr>
<tr>
<td>Kelsey Endo</td>
<td>Cottage Housing</td>
<td>No</td>
</tr>
<tr>
<td>Maggie Marshall</td>
<td>Kaiser Sacramento</td>
<td>No</td>
</tr>
<tr>
<td>Monica Rocha-Wyatt</td>
<td>Sac. County Dept. of Behavioral Health</td>
<td>Yes</td>
</tr>
<tr>
<td>Phillip Scott Reed</td>
<td>US Department of Veterans Affairs</td>
<td>No</td>
</tr>
<tr>
<td>Stephanie Cotter</td>
<td>City of Citrus, Heights</td>
<td>No</td>
</tr>
<tr>
<td>Tina Glover</td>
<td>SACOG</td>
<td>Yes</td>
</tr>
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*Informed SSF staff of their absence before the meeting.

<table>
<thead>
<tr>
<th>SSF Staff</th>
<th>SSF Title</th>
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</thead>
<tbody>
<tr>
<td>Christina Heredia</td>
<td>Referral Specialist</td>
</tr>
<tr>
<td>Jillyan McKinney</td>
<td>Racial Equity Specialist</td>
</tr>
</tbody>
</table>
Josh Lowy  
Programming Analyst

Kaylin Jones  
CoC Project Coordinator

Man Tsui  
Data Analyst

Michele Watts  
Chief Planning Officer

Peter Bell  
CE Program Manager

Scott Clark  
Data Analytics Manager

Stacey Fong  
Coordinated Entry Analyst

Theresa Bible  
Outreach Navigator

Vivan Nguyen  
Coordinated Entry Referral Specialist

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**Racial Equity Committee Member Liaisons**

Deisy Madrigal, Emily Zelaya, and Quinn Jones-Hylton.

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**Guests**

Alisa Osunfunke Orduna, Andrew Nickens, Cait Fournier, Deborah Hicks, Ejiro Okoro, Erasto Arango, Ingrid Sanchez, Jill Fox, Joe Smith, Joshua Arnold, Julie McFarland, Meadow Robinson, Sarah’s Iphone, Tasha Lee, T. McWilliams, and 16502080734.

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**Agenda Item** | **Presenter(s):** | **Time** | **Item Type**
--- | --- | --- | ---
I. Welcome & Introductions | John Foley, & Jenna Abbott, CESC, Co-Chairs | 2:30 PM (10 minutes) | Informal

John called the meeting at 2:34 PM. Attendance of 33 participants.

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II. Announcements:  
(Upcoming Events &  
Recent Actions)  
CESC Co-Chairs,  
CESC Members, &  
Guests  
2:40 PM (5  
minutes)  
Informational

Julie Field commented during announcements that she wanted to express gratitude to the SSF staff for the 2022 PIT Count.

The 100 day challenge needs case conferencing for about two months an hour and a half once a week. Call for interest was put out to the group.

III. Transfer & Termination  
Policies and Procedures  
Peter Bell, SSF CE  
Manager  
2:45 PM (5  
minutes)  
Action

Final action was taken to approve the two policies which were presented in the packet.

IV. RAPS Training Plan  
Peter Bell, SSF CE  
Manager & Stacey  
Fong, SSF CE  
Analyst  
2:50 PM (10  
minutes)  
Informational

Peter Bell and Stacey Fong, provided an overview on this agenda item. RAPS got approved to go into year two. April 1, 2021 was the beginning of year one. Will be focused on access points looking for opportunities to divert them from homelessness. Training for use of the program will be available to ones in the community as well and will talk about HMIS and funding components. Training dates have been identified but they are flexible. Discussions will be started next month with an access point launch in July. Slides of the presentation may be viewed [here](#).

**Action Item**: Peter Bell to coordinate a group that can do a deeper dive on some of the data that Tina Glover can interact with over the next month or two along with Julie. Tina would be the lead member.

John Foley would like to meet next month to check in and get a progress report.

Questions were asked during the meeting. Please see the recording and chat for more details.

V. Data Dashboard Reviews  
Peter Bell, SSF CE  
Manager  
3:00 PM (30  
minutes)  
Informational &  
Discussion
We now have the EHV dashboard functional on the SSF website. Questions were asked during the meeting. Please see the recording and chat for more details.

<table>
<thead>
<tr>
<th>IV. CESC Membership: Recruitment Goals &amp; Expectations</th>
<th>Julie McFarland, Consultant</th>
<th>3:30 PM (15 minutes)</th>
<th>Discussion</th>
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Julie discussed that there are membership goals and would like to have people in the room to participate and have good conversations. The Committee did receive applications for open seats and plan to send info with an update to the Governance Committee so they can recruit with intentionality while setting additional targets for membership. Since the CE Committee has several open seats and the selection process is currently being determined, we reviewed 4 recommendations with the CE Committee today despite not having quorum. Recommendations can be found here: https://docs.google.com/document/d/19mykPcaSeHI3wP0eq6gypunG231mQrhuDsqLzRKdmYk/edit?usp=sharing

Julie went through a demographic survey and 100% of the CESC members responded. Here is the written summary of the Coordinated Entry Committee’s demographic survey results.

**Action Item:** Co-chairs will meet with Sacramento Steps Forward to review applications that came in.

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<tr>
<th>VI. Racial Equity Initiative Work</th>
<th>Jillyan McKinney, SSF Racial Equity Specialist</th>
<th>3:45 PM (15 minutes)</th>
<th>Informational</th>
</tr>
</thead>
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Time didn’t allow us to have a discussions on this topic, tabled for next month.

**X. Meeting Adjourned at 3:59PM. Next Meeting: Thursday, April 14th, 2022, 2:30 PM to 4:00 PM Potential topics to cover: CAS, New Member Slate**
Reference the CoC Meeting calendar for upcoming CoC Board and Committee Meetings.

CESC Meeting Chat

00:14:55 Andrew Nickens: Hi I'm a student just listening in.

00:16:08 Emily Zelaya (she/ella): Hello colleagues! This is Emily Zelaya (she/ella), Program Manager for the Survivors of Trafficking Program at Opening Doors AND here also as a member of the Racial Equity Committee. 😊

00:16:50 Julie McFarland (she/her): Hey folx - I'm Julie McFarland (she/her, white), a technical assistance provider adding some capacity around coordinated entry for SSF

00:18:57 Ingrid Sanchez: Hi Ingrid Sanchez (SHE/HER) Case Worker at Opening Doors for the Survivors of Trafficking Program.

00:21:13 Tasha Lee - Saint John's: Hi all, Tasha DeLeon Lee, here, Senior Director of Integrated Health Services at Saint John's Program for Real Change. tlee@saintjohnsprogram.org

00:25:08 Jillyan Sylvia McKinney (she/her) SSF, Racial Equity Specialist: Hello all,

00:25:43 Jillyan Sylvia McKinney (she/her) SSF, Racial Equity Specialist: Jillyan Sylvia McKinney, She/Her, multi-racial LatinX, SSF, Racial Equity Specialist

00:32:09 Christina H SSF Referral Specialist (she, her): Christina Heredia, she/her, Referral Specialist at Sacramento Steps Forward. cheredia@sacstepsforward.org
Jill Fox - VOA: Jill Fox VOA

Stacey Fong:
https://sacramentostepsforward.org/emergency-housing-vouchers-data/

Julie McFarland (she/her): I love Tina’s data energy!

Deborah Hicks: Hello, Apologies for late entry for the meeting. I got stalled in a prior meeting that I could not leave.

Julie McFarland (she/her): Yep! Happy to. I recall Gabriel being into data, as well. :)

Julie McFarland (she/her): On it, Tina!!

Alisa Osunfunke Orduna (she/her): Thank you for letting me listen in. Have to run to another meeting.

Julie McFarland (she/her): View CE Committee demographic survey summary here:
https://docs.google.com/document/d/1DqKLGLAoCkwaNIAdmbUOXpVrTQAwN_HUxjgoETZJrnY/edit?usp=sharing

Andrew Nickens: Has the committee considered membership from representatives of institutions of higher education?

Julie McFarland (she/her): Recommendation document:
https://docs.google.com/document/d/19mykPcaSeHI3wP0eq6qypunG231mQrhuDsqLzRKdmYk/edit?usp=sharing

Andrew Nickens: Thank you.
Monica Rocha-Wyatt, she/her, BHS: rocha-wyattm@saccounty.net