



Coordinated Entry System Committee (CESC) Meeting Minutes

Thursday, September 14th, 2023 | 2:30 PM – 4:00 PM

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

Attendance:

Member	Area of Representation / Organization	Present
Erica Plumb	Mercy Housing	Yes
Gabriel Kendell	2-1-1 Sacramento	Yes
Harjit S Gill	Homeless Service Provider	Yes
Joseph Smith (Co-Chair)	Homeless Service Provider	No
Julie Field	Sac. County Dept. of Human Assistance	No
Kate Hutchinson	Lutheran Social Services	Yes
Kelsey Endo	Cottage Housing	No
Monica Rocha-Wyatt (Co-Chair)	Mental Health	Yes
Quinn Jones-Hylton	Lead Agency	Yes
Samantha Earnshaw	Northern California	No
Tina Glover	SACOG	No

SSF Staff	SSF Title
Ardy Akhzari	CoC Special Projects Analyst
Ayanna McGee	Project Director, Systems of Care Integration
Carissa Theis	Survivor System Analyst

Jesse Archer	CoC Analyst
Kaylin Jones	CoC Project Coordinator
Michelle Reedus	CES Manager
Peter Bell	Program Manager
Rache Bereza	Deputy CEO
Quinn Jones-Hylton	CAS Analyst
Scott Clark	Portfolio and Team Excellence Lead
Shiatra Ken	Referral Specialist
Tanesha Travis	PLE Coordinator

Guests
Annie Hooper, Asya Anderson, Christy DeMaria, Deborah Hicks, Dulce Delgadillo, EL MAHDI OUTBIR, Emily Zelaya, Erica Jaramillo, Erica States, Irene Chu, Lorrie Lorell, Michelle Campa, Patrick, Quinta Davenport, Ray Kemp, Shannen Padilla, Sharna Braucks, Terese McWilliams, Tina Koepke, Marjorie Beazer

Agenda Item	Presenter(s):	Time	Item Type
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I. Welcome & Introductions	Monica Rocha-Wyatt, Joe Smith, CESC Co-Chairs	2:30 PM (5 minutes)	Informational
Monica called the meeting to order at 2:34 PM. Attendance of 36 participants.			
II. Announcements: (Upcoming Events & Recent Actions)	CESC Co-Chairs, CESC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
No announcements were made			
III. Approval of 8/10/2023 Meeting Minutes	Monica Rocha-Wyatt	2:40 PM (5 minutes)	Action
1st- Harjit S Gill, 2nd-Kate Hutchinson Motion passed			
IV. RRH to PSH Transfer Policy	Michelle Reedus, SSF, CAS Programs Manager, Peter Bell, SSF, Planning Director	2:45 PM (30 minutes)	Informational & Discussion
Michelle shared the policy and procedures with the group. Peter will bring the information back to the October CESC meeting for action. She showed and spoke about <ul style="list-style-type: none"> - Transfer eligibility - Transfer request form 			

Please see the recording and chat for details.

V. LEAP: CAS Integration

Peter Bell

3:15 PM
(15 minutes)

Informational

Peter shared they are looking to integrate LEAP into the CAS and the team is building an assessment tool. Shooting for a start date of Oct 1, 2023

Please see the recording and chat for more details.

**VI. Case Conferencing:
Veterans & Shelters**

a Ken,SSF, Case
Conferencing
Specialist,
Michelle Reedus

3:30 PM
(15 minutes)

Informational

Shaitra shared information on the new Veterans case conferencing. It is re-established and the program has been revamped. It is now open to the entire public and not just organizations that cater to Veterans. She shared the case conferencing provider guide and interest form. The first meeting will be 9/25 1-2pm

Michelle shared that the shelter case conferencing is in preliminary stages. The purpose is to provide transparency and up to date info on where clients are on the shelter waitlist. This will also serve to update shelters and provide information on the onboarding process. It will be a space for providers to discuss any clients that may have barriers getting into shelter. They plan to have weekly meetings but still need to meet with 211 and get support in developing the plan

**VII. CAS Key Performance
Indicators (KPIs)**

Peter Bell

3:45 PM
(10 minutes)

Informational

Peter wanted to remind people that they are doing monthly and quarterly crisis resources sharing on the CAS webpage

<https://sacramentostepsforward.org/coordinated-access-system/>

He shared KPI's that show how they can make improvements in the client journey. He shared specific metrics that they are tracking along the client journey.

VIII. CAS Policy and Procedure Updates	Michelle Reedus	3:55 PM (5 minutes)	Informational
Peter shared that they are updating policy and procedures from 2018. The information is being synthesized and put into a manual. The manual will now cover the entire system and services within the CAS department to include PSAPS and shelters.			
VII. Meeting Adjourned 3:46PM			
Next Meeting: Thursday, October, 2023, 2:30 PM to 4:00 PM Potential topics to cover: System Mapping, Survivor Coordinated Entry			

CESC Meeting Chat

14:29:22 From Sacramento Steps Forward To Everyone: Hello all! Here is todays agenda:

https://sacramentostepsforward.org/wp-content/uploads/2023/09/9_14_23-CESC-Meeting-Agenda-.pdf

14:36:21 From Sacramento Steps Forward To Everyone: Motion to approve August meeting minutes

14:36:33 From Monica Rocha-Wyatt To Everyone:
yes

14:36:36 From Erica Plumb To Everyone:
Yes

14:36:36 From Harjit Singh Gill To Everyone:
yes

14:36:39 From GK To Everyone:
Yes

14:37:04 From Quinn Jones-Hylton To Everyone:
Yes

14:49:49 From SSF Carissa Theis (she/her) To Everyone:

chronically homeless at referral to RRH?

14:53:39 From Monica Rocha-Wyatt To Everyone: brb

14:59:37 From Sacramento Steps Forward To Kate Hutchinson, Lutheran Social Services: Hi Kate, checking again here. do you approve the august minutes? We didn't catch your response

15:04:30 From Kate Hutchinson, Lutheran Social Services To Sacramento Steps Forward: Yes, I did. and I seconded.

15:12:14 From Ardy Akhzari To Everyone: brb

15:13:21 From Quinn Jones-Hylton To Everyone: Thanks Shaitra!

15:13:49 From Shaitra Ken, Case Conferencing Specialist, SSF To Everyone: Reacted to "Thanks Shaitra!" with ❤️

15:16:04 From Michelle Reedus To Everyone: Reacted to "Thanks Shaitra!" with ❤️

15:17:04 From Sacramento Steps Forward To Everyone: Please find more information here <https://sacramentostepsforward.org/coordinated-access-system/>

15:17:55 From Ardy Akhzari To Everyone: back

15:21:22 From Monica Rocha-Wyatt To Everyone: I am sorry an urgent matter has arisen. Hope Peter can facilitate remainder of meeting.

15:23:19 From Quinn Jones-Hylton To Everyone: Reacted to "Thanks Shaitra!" with ❤️

15:23:21 From Quinn Jones-Hylton To Everyone: Removed a ❤️ reaction from "Thanks Shaitra!"

15:25:02 From Shaitra Ken, Case Conferencing Specialist, SSF To Everyone: Here is the CC interest Form: <https://forms.gle/yDTKKscr6ZjfCT6T7>

15:38:19 From Erica Jaramillo (SacCo BHS) To Everyone: thanks Gabe. Ya the

bottleneck issue is unfair to the general public calling in and I really truly hope CoC SSF can elevate this issue to resolve it

15:40:47 From Erica Jaramillo (SacCo BHS) To Everyone: awesome thanks Peter!