

Coordinated Access System Committee (CASC) Meeting Minutes
Thursday, February 8, 2024 | 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	No
Hezekiah Allen	City of Sacramento	Yes
Joseph Smith (Co-Chair)	Homeless Service Provider	Yes
Kate Hutchinson	Lutheran Social Services	No
Kelsey Endo	Cottage Housing	No
Korei Gipson	Partners with Lived Expertise	No
Kristy Smith	Partners with Lived Expertise	Yes
LaShawnda Barker	Sacramento County	Yes
Lindsay Curtis	Sac. County Office of Education	Yes
Monica Rocha-Wyatt (Co-Chair)	Mental Health	Yes
Samantha Earnshaw	Northern California	No

SSF Staff	SSF Title
Anthony Robinson	REQ Manager
Ayanna McGee	Program Director, Systems of Care Integration
Carissa Theis	Survivor System Analyst
Jesse Archer	CoC Analyst
Kathreen “Nica” Daria	Capacity Building & Training Manager
Michelle Charlton	CoC Coordinator
Michelle Reedus	CES Manager
Melissa Shelton	Referral Specialist
Moneshia Davis	Case Conferencing Coordinator
Peter Bell	Planning Director
Sarah Schwartz	Volunteer Coordinator
Shaitra Ken	Program Analyst - Housing
Quinn Jones-Hylton	CAS Analyst
Tiffani Reimers	Case Conferencing Coordinator
Tlatzin Muro	Referral Specialist

Guests
<p>Adan Zubiante, Alan Snyder, Amanda, Charlotte Belton, Christina Kitchen, Cristina, Dave Kretzmann, Deisy Madrigal, Dulce Delgadillo Santisteban, Elham Niazi, Haimanot Ashenafi, Irene Chu, James Landreth, Jese Bauer, Joseph Pacheco, Mary Parker, Melissa Sac Covered, Mercy Holistic Ministry, Noel Kammermann, Noni Plasichuk, Quinta Davenport, Reid SC-CP29, Shannen Padilla, Teresa McWilliams, and Veronica Williams.</p>

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome & Introductions	Joe Smith, CASC Co-Chair	2:30 PM (5 minutes)	Informational
Joe called the meeting to order around 2:34 PM. New guests introduced themselves.			
II. Announcements: (Upcoming Events & Recent Actions)	CASC Co-Chairs, CASC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
<p>CASC members:</p> <ul style="list-style-type: none"> • Joe, Deisy, and Monica shared job opportunities and updates. Please see the chat and recording for details. • Hezekiah mentioned a revision for the 2024 CASC work plan. The work plan will be brought back to the CASC for review and vote at the March CASC meeting. <p>SSF staff:</p> <ul style="list-style-type: none"> • Nica shared details about the 2024 PIT Count and the Feedback survey. • Michelle C. shared details about the Housing Problem Solving Training: February 28-March 1st: 28th and 29th are 9am-4pm & March 1st is 9am-12pm at the Rose Creative Family Empowerment Center Located at 7000 Franklin Blvd. Bldg. 1000, Sacramento, CA 95823. Attendees can expect to learn early prevention and diversion via a human centered and equity focused lens that empowers individuals experiencing homelessness to quickly resolve or rapidly exit their housing crisis on the first two days. On the last day, we will cover requirements for accessing HPS funding and how to do so in HMIS as well as hosting a basic Renters Rights session to support this intervention. Register here. <p>Action Item:</p> <ul style="list-style-type: none"> • SSF staff will make edits to the work plan as discussed in the meeting. The CASC will review and vote on the 2024 work plan at the March CASC meeting. 			
III. Approval of 1/11/24 Meeting Minutes Supporting Material:	Monica Rocha-Wyatt, CASC Co-Chair	2:40 PM (5 minutes)	Action

<ul style="list-style-type: none"> • 1/11/24 Meeting Minutes 			
<p>Motioned for Approval of 1/11/2024 Meeting Minutes: 1st - Gabriel Kendall, 2nd - Monica Rocha-Wyatt</p> <p>Motion approved.</p>			
<p>IV. Case Conferencing</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • Presentation 	<p>Tiffani Reimers, SSF Case Conferencing Specialist</p>	<p>2:45 PM (30 minutes)</p>	<p>Discussion</p>
<p>Tiffani discussed the presentation, providing details about this agenda item agenda, Best practices & guidance from Community Solutions, Case conferencing should not be, Old Case Conferencing Process, Feedback received, New Structure, Care plans will address (at least) five major service needs categories, Case Conferencing & Referral Tool (New Changes), What does this mean?, the Weekly schedule starting February 12th, and answered questions. Please see the recording for details.</p>			
<p>V. PSH Transfers</p>	<p>Michelle Reedus, SSF CE Systems Program Manage</p>	<p>3:15 PM (15 minutes)</p>	<p>Discussion</p>
<p>Michele shared details:</p> <ul style="list-style-type: none"> • New Community Housing and Friendship Housing will be closing by September 2024. • With this closure, the CAS Housing team will need to process approximately 130+ transfers to other PSH and PH openings within the Coordinated Access System to ensure that the residents in New Community and Friendship Housing do not return to homelessness. Effective 1/16/2024, Single Adult Permanent Supportive Housing (PSH) and Permanent Housing (PH) referrals will be paused to prioritize these transfers. • Based on the frequency of our housing openings, our team is anticipating that this transfer process will take up to nine months. • The CAS Housing team will continue to process PSH, RRH and PH referrals for family openings within CAS as they become available. • and about the NOFO. <p>Questions and comments were asked. Please see the recording for details.</p>			

VI. CAS Core Services Update	Peter Bell, SSF Planning Director	3:30 PM (15 minutes)	Discussion
<p>Peter mentioned details about Core Services, how the core services are applied in the 2024 CASC work plan, the difference between Project and Service, defining what is process improvement, what is continuous process improvement efforts at SSF, shared Core Services (CAS focused), reason and purpose we are sharing with the CASC. Questions and comments were asked. Please see the recording for details.</p>			
<p>VII. Meeting adjourned at 3:29 PM</p> <p>The next CASC Meeting is Thursday, March 14, 2024 at 2:30 PM.</p>			

Meeting Chat

14:33:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/02/2.8.2024-CASC-Meeting-Agenda.pdf>

14:35:26 From Jess Bauer - Sacramento County to Everyone:

Jess Bauer- Program Planner, Sac County BHS HEART <3 :)

14:35:29 From Charlotte Belton to Everyone:

Charlotte Belton, SHRA Shelter Coordinator at EBH The Grove

14:35:59 From Melissa Sac Covered she/her to Everyone:

Melissa Baker, CoHeWo Housing Specialist

14:36:24 From LaShawnda Barker she, her DHA HSP to Everyone:

Good Afternoon LaShawnda Barker Supervisor DHA Housing Support Program(RRH)

14:36:48 From Monica Rocha-Wyatt to Everyone:
and on 211

14:37:05 From Christine Wetzel to Everyone:
Good Afternoon Christine Resource Connect Solano.

14:37:05 From LaShawnda Barker she, her DHA HSP to Everyone:
Would you happen to have a flyer

14:37:35 From Sacramento Steps Forward to Everyone:
We currently have several training opportunities shared on our website coming up from various community partners, and will continue to update regularly:
<https://sacramentostepsforward.org/training-opportunities/>


14:37:39 From Kristy Smith to Everyone:
Congrats

14:37:49 From Reid SC-CP29 to Everyone:
Congrats!

14:37:53 From Michelle Reedus- SSF to Everyone:
Congrats! We will miss you!

14:38:00 From Monica Rocha-Wyatt to Everyone:
Regional Transit is providing free rides to weather respite centers. Riders can either show a printed copy or a digital copy of the date applicable for the SacRT Weather Respite Centers Flyer for Feb. 5-8 or the SacRT Weather Respite Centers Flyer for Feb. 8-12 on a device.

Please refer inquiries to 2-1-1 or 211sacramento.org for all the information on dates, times and locations of respite centers. The County will continue to monitor the forecasted weather to determine the need for extensions of this activation.

14:38:26 From Kristy Smith to Everyone:
Reacted to Regional Transit is ... with "

14:38:43 From Deisy Madrigal, She/Her to Everyone:

Reacted to "Regional Transit is ..." with ❤️

14:39:16 From Terese McWilliams to Everyone:

211 Sacramento is hiring for a handful of positions and you can find more here:
<https://www.211sacramento.org/211/jobs/>

14:39:28 From Deisy Madrigal, She/Her to Everyone:

That's awesome Monica. Thanks for sharing.

14:39:44 From Joseph Smith, Hope Cooperative to Everyone:

Hope Cooperative's Career Center:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=694e8a3b-d500-4418-ac78-37e581b3fee7&ccld=19000101_000001&type=JS&lang=en_US

14:39:54 From Monica Rocha-Wyatt to Everyone:

Adult & Child Provider Walk-in Hours List.pdf (saccounty.gov)

14:41:00 From Sacramento Steps Forward to Everyone:

If you volunteered for the 2024 PIT Count, or considered doing so, please take our feedback survey by tomorrow afternoon: <https://www.surveymonkey.com/r/postpit>

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

Housing Problem Solving Training:

February 28-March 1st: 28th and 29th are 9am-4pm & March 1st is 9am-12pm at the Rose Creative Family Empowerment Center Located at 7000 Franklin Blvd. Bldg. 1000, Sacramento, CA 95823

Attendees can expect to learn early prevention and diversion via a human centered and equity focused lens that empowers individuals experiencing homelessness to quickly resolve or rapidly exit their housing crisis on the first two days. On the last day, we will cover requirements for accessing HPS funding and how to do so in HMIS as well as and hosting a basic Renters Rights session to support this intervention.

Register here

<https://docs.google.com/forms/d/e/1FAIpQLSekNhPeaSq-O-tmyZGIOAjfc5N4B8xGLp1D>

[PnPNFxlmw2Q/viewform?usp=send_form](https://www.indeed.com/cmp/Lutheran-Social-Services-of-No.-California?from=mobviewjob&tk=1gq2ui7btlekg800&fromjk=d81c31166dd51fea&attributionid=mobvjcmp)

14:41:47 From Deisy Madrigal, She/Her to Everyone:

It looks like P&I position is posted

14:41:50 From Deisy Madrigal, She/Her to Everyone:

<https://www.indeed.com/cmp/Lutheran-Social-Services-of-No.-California?from=mobviewjob&tk=1gq2ui7btlekg800&fromjk=d81c31166dd51fea&attributionid=mobvjcmp>

14:45:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of Minutes:

14:45:45 From Erica Plumb (she, her) to Everyone:

Yes

14:45:48 From Hezekiah Allen to Everyone:

yes

14:45:49 From Lindsay Curtis to Everyone:

Yes

14:45:49 From LaShawnda Barker she, her DHA HSP to Everyone:

Yes

14:45:51 From Monica Rocha-Wyatt to Everyone:

yes

14:45:51 From Gabriel Kendall to Everyone:

Yes

14:45:51 From Joseph Smith, Hope Cooperative to Everyone:

yes

14:45:55 From Kristy Smith to Everyone:

Yes

14:46:39 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

This PPT:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:4849cf88-ef14-4630-8367-5f6485867737>

15:04:38 From SSF Carissa Theis (she/her) to Everyone:

CAS is doing their presentation on documentation and accessing CAS, including case conferencing this month that will review this again

15:04:52 From Kristy Smith to Everyone:

Reacted to CAS is doing their p... with "👍"

15:07:16 From Erica Plumb (she, her) to Everyone:

Have to step away for a few mins. be back!

15:07:23 From Lindsay Curtis to Everyone:

Reacted to "CAS is doing their p..." with 👍

15:08:54 From SSF Carissa Theis (she/her) to Everyone:

yeah if they have HMIS access this would be a good training to learn how to access what theyre talking about

15:09:08 From Kristy Smith to Everyone:

Reacted to yeah if they have HM... with "👍"

15:14:39 From Veronica Williams to Everyone:

Just to confirm, we are still referring singles during this transition with the understanding that the process may take up to 9 months?

15:15:10 From SSF Carissa Theis (she/her) to Everyone:

These transfers do not account for VAWA emergency transfers

15:20:17 From Jesse SSF, CoC Analyst to Everyone:

You can learn more about our local CoC competition here:

<https://sacramentostepsforward.org/2023-continuum-of-care-coc-program-competition/>

15:20:17 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

2023 NOFO CoC Program Competition (Funding):

<https://sacramentostepsforward.org/2023-continuum-of-care-coc-program-competition/>

15:20:25 From Hezekiah Allen to Everyone:

Reacted to "2023 NOFO CoC Progra..." with 👍

15:20:29 From Kristy Smith to Everyone:

Reacted to 2023 NOFO CoC Progra... with "👍"

15:20:31 From Noel Kammermann - Jamboree to Everyone:

Reacted to "2023 NOFO CoC Progra..." with 👍

15:21:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Ranked Priority Listing:

<https://sacramentostepsforward.org/wp-content/uploads/2023/09/2023-Ranking-Spreadsheet-vMW.pdf>

15:21:14 From Hezekiah Allen to Everyone:

Reacted to "Ranked Priority List..." with 👍

15:21:40 From Kristy Smith to Everyone:

Reacted to Ranked Priority List... with "👍"

15:22:58 From Monica Rocha-Wyatt to Everyone:

brb

15:24:03 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
SSF Core Services: <https://sacramentostepsforward.org/our-core-services/>

15:24:14 From Kristy Smith to Everyone:
Reacted to SSF Core Services: h... with "👍"

15:25:25 From Hezekiah Allen to Everyone:
Reacted to "SSF Core Services: h..." with 👍

15:28:29 From Noel Kammermann - Jamboree to Everyone:
Is it possible to have access to Peter's presentation? Very helpful.

15:28:46 From Kristy Smith to Everyone:
Reacted to Is it possible to ha... with "❤️"

15:29:26 From Noel Kammermann - Jamboree to Everyone:
Good stuff. Thanks Peter!

15:29:43 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The next CASC Meeting is Thursday, March 14, 2024 at 2:30 PM.

15:30:04 From Dulce Delgadillo Santisteban, DPA, LCSW (VA CES) to Everyone:
Thank you! 😊

15:30:08 From Adan Zubiarte-Shelter Inc. (he/him) to Everyone:
Thank you

15:30:11 From Shannen Padilla, Molina Healthcare to Everyone:
Thank you !

15:30:12 From Lindsay Curtis to Everyone: Thank you!