

# Coordinated Access System Committee (CASC) Meeting Minutes

Thursday, March 14, 2024 | 2:30 PM to 4:00 PM



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

## Attendance:

Member	Area of Representation / Organization	Present
Cynthia Hunt	Cottage Housing, Inc.	Yes
Deliah D'usse	Youth Action Board	Yes
Erica Plumb	Mercy Housing	No*
Gabriel Kendell	2-1-1 Sacramento	Yes
Harjit S Gill	Homeless Service Provider	Yes
Hezekiah Allen	City of Sacramento	Yes
Joseph Smith (Co-Chair)	Homeless Service Provider	Yes
Korei Gipson	Partners with Lived Expertise	Yes
Kristy Smith	Partners with Lived Expertise	Yes
LaShawnda Barker	Sacramento County	Yes
Lindsay Curtis	Sac. County Office of Education	Yes
Maria Avdalas	Housing Authority Management, SHRA	Yes
Monica Rocha-Wyatt (Co-Chair)	Mental Health	No
Noel Kammermann	Jamboree Housing	Yes
Nur Kausar	EAH Housing	Yes

Samantha Earnshaw	Northern California	No
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\*Notified SSF Staff they would be absent in advance/excused.

SSF Staff	SSF Title
Jesse Archer	CoC Analyst
Jodi Weiner	Learning & Development Specialist
Michelle Charlton	CoC Coordinator
Michelle Reedus	CES Manager
Melissa Shelton	Referral Specialist
Moneshia Davis	Case Conferencing Coordinator
Peter Bell	Planning Director
Shaitra Ken	Program Analyst - Housing
Quinn Jones-Hylton	CAS Analyst
Theresa Bible	Coordinated Access System Coordinator
Tiffani Reimers	Case Conferencing Coordinator
Tlatzin Muro	Referral Specialist

Guests
Alan Snyder, Brandon Lyle, Carissa Theis, Christina Phan, Devin Strecker, Diamond, Dulce Delgadillo, Elham Niazi, Emily Zelaya, Freeda Rawon, Hannah Bermejo, Irene Chi, James Landreth, Jason Cuff, Jeanne, Jess Bauer, Jill Fox, Kansa Simmons, Kathy Simms, Kristen iPhone, Marc Del Fava, Margarita Dodatko, Niomi Del Rio, Noni Plasichuk, Quinta Davenport, Reid Andreson, Shannen Padilla, Terese McWilliams, Yonathan Geleta, and Yvette Buckner.

Agenda Item	Presenter(s):	Time	Item Type
<p><b>I. Welcome &amp; Introductions</b></p> <p><b>Welcome New Members:</b>  Cynthia Hunt  Deliah D'usse  Maria Avdalas  Noel Kammermann  Nur Kausar</p>	<p>Joe Smith,  CASC Co-Chair</p>	<p>2:30 PM  (5 minutes)</p>	<p>Informational</p>
<p>Joe called the meeting to order around 2:31 PM. New CASC members and guests introduced themselves.</p>			
<p><b>II. Announcements:  (Upcoming Events &amp;  Recent Actions)</b></p>	<p>CASC  Co-Chairs,  CASC  Members, SSF  Staff, &amp; Guests</p>	<p>2:35 PM  (5 minutes)</p>	<p>Informational</p>
<p><b>CASC Chairs &amp; Members:</b></p> <ul style="list-style-type: none"> <li>• Joe shared details about the Winter Respite.</li> <li>• Hezekiah shared details about new job opportunities with the City of Sacramento.</li> </ul> <p>Please see the chat for details.</p>			
<p><b>III. Approval of 2/8/24  Meeting Minutes</b></p> <p><b>Supporting Material:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">2/8/24 Meeting Minutes</a></li> </ul>	<p>Joe Smith</p>	<p>2:40 PM  (5 minutes)</p>	<p>Action</p>
<p><b>Motioned for Approval of 2/8/2024 Meeting Minutes:</b> 1st - Gabriel Kendall,  2nd - LaShawnda Barker.</p> <p>Motion approved.</p>			

<b>IV. Review &amp; Approval of 2024 CASC Work Plan</b>	Michelle Reedus, SSF, CE Systems Program Manager	2:45 PM (10 minutes)	Discussion & Action
<p>Michelle shared the work plan was recently approved however additional edits were made. The revised work plan was reviewed and questions were asked. The CASC was asked to vote to approve the revised work plan.</p> <p><b>Motioned for Approval of 2024 CASC Work Plan:</b> 1st - Hezekiah Allen, 2nd - Gabriel Kendall</p> <p>Motion approved.</p>			
<b>V. RPI Update</b>	Michelle Reedus	2:55 PM (20 minutes)	Informational
<p>Michelle shared details about the Rapid Process Improvement (RPI), SSF staff roles, specific details about the Problem or Need, Goal - Purpose, KPMs, Scope, Propose Approach, Participants, Time Estimates, Risks and asked if there were any questions. If you are interested in participating in this effort, please email <a href="#">Michelle R.</a> Questions and comments were asked. Please see the recording for details.</p>			
<b>VI. CAS Annual Report</b>	Peter Bell, SSF Planning Director	3:25 PM (35 minutes)	Discussion
<p>Peter shared details about the <a href="#">annual report</a>. He went over the guiding principles, key strategies, 2023 positive impacts and improvements, 2024 planned system improvements, and:</p> <ul style="list-style-type: none"> <li>• 211 Housing Crisis Line   Streamlined Access (Capacity, Performance, Outcomes, 10 Highest Volume Zip Codes),</li> <li>• Crisis Resources   Onboarding Solutions (Capacity, Performance, Outcomes, 2023 Shelter Utilization),</li> <li>• Crisis Resources   Emergency Shelter (Capacity, Performance, Outcomes, Unsheltered Family Vulnerability Over Time),</li> <li>• Crisis Resources   Problem Solving Access Points (Capacity, Performance, Outcomes, 2023 PSAP Expenditures by Activity),</li> </ul>			

- Crisis Resources | Coordinated Access Navigators (Capacity, Performance, Outcomes, 2023 CAN Outcomes by Exit Destination),
- 2-1-1 Housing Crisis Line | Data & Demographics (Caller Homelessness Risk Level, Caller Household Type by Age and Gender),

Questions were asked. Please see the recording for more details.

Additional resources to reference:

- [CAS Overview webpage](#)
- [CAS Reports & Updates](#)
- [Accessing Resources](#)

**Action Item:**

- SSF staff will invite members from the CAN Team & Case Conferencing Team to future CASC meetings.

**VII. Meeting adjourned at 4:01 PM.**

**The next CASC Meeting is Thursday, April 11, 2024 at 2:30 PM.**

## Meeting Chat

14:30:06 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/03/CASC-Meeting-Agenda-.pdf>

14:32:03 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/03/CASC-Meeting-Agenda-.pdf>

14:32:24 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome New CASC Members:

Cynthia Hunt  
Deliah D'usse  
Maria Avdalas  
Noel Kammermann  
Nur Kausar

14:32:26 From Korei gipson to Everyone:

Hello everyone 🤗👋

14:32:55 From Kristy Smith to Everyone:

Welcome new members!

14:33:56 From Korei gipson to Everyone:

Hi Kristy I'm hanging in there

14:35:30 From Korei gipson to Everyone:

Thank you so very much

14:35:38 From Kristy Smith to Everyone:

Reacted to "Thank you so very mu..." with ❤️

14:35:43 From Hannah Bermejo (Sac County) to Everyone:

Hi there - I'm Hannah Bermejo, Program Planner from the County of Sacramento. Nice to meet everyone.

14:36:33 From brandon\_lyle to Everyone:

Hello! My name is Brandon Lyle and I am the intern over at Midtown HART. Our organization operates four respite centers in Midtown Sacramento, where we provide essential services to individuals experiencing homelessness. These services include access to donated clothing, coffee, light snacks, phone charging facilities, and connections to local navigators offering outreach resources.

14:36:49 From Jess Bauer, Program Planner to Everyone:

Reacted to "Hello! My name is Br..." with ❤️

14:36:56 From Kristy Smith to Everyone:

Reacted to "Hello! My name is Br..." with ❤️

14:36:57 From Jodi Weiner to Everyone:

Reacted to "Hi there - I'm Hanna..." with ❤️

14:36:59 From Kansas Simmons (she/her), DSHS to Everyone:

Good afternoon, Kansas Simmons, Program Planner with the County of Sacramento, Department of Homeless Services and Housing. Nice to see everyone!

14:37:04 From Jeanne - Jakes JourneyHome to Everyone:

Hello All. Jeanne from Jake's Journey Home. Mobile navigation assisting veterans and community members experiencing homelessness and issues that come with it.

14:37:05 From Jodi Weiner to Everyone:

Reacted to "Hello! My name is Br..." with 🙌

14:37:05 From Niomi Del Rio to Everyone:

Hi everyone, I am Niomi Del Rio, Administrative Analyst with SSF. Very excited to be joining in!

14:37:18 From Jodi Weiner to Everyone:

Reacted to "Hello All. Jeanne fr..." with 🎉

14:37:21 From Kristy Smith to Everyone:

Reacted to "Hello All. Jeanne fr..." with ❤️

14:37:29 From Kristy Smith to Everyone:

Reacted to "Hi everyone, I am Ni..." with 👍

14:37:50 From Jess Bauer, Program Planner to Everyone:

Jess Bauer - Program Planner BHS HEART - I've been here a couple times :)

14:37:55 From Jill Fox to Everyone:

Jill Fox from VOA - Hello All.

14:37:59 From Jason Cuff, AAA4 Case Manager to Everyone:

Hi everyone. I'm Jason Cuff, a Case Manager at Agency on Aging.

14:40:57 From Harjit Singh Gill to Everyone:

Abstain

14:41:34 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

**Approval of 2/8/2024 Meeting Minutes**

14:41:38 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Yes

14:41:40 From Gabriel Kendall to Everyone:

Yes

14:41:41 From Joseph Smith, Hope Cooperative to Everyone:

yes

14:41:42 From Hezekiah Allen to Everyone:

Yes

14:41:43 From Kristy Smith to Everyone:

Yes

14:41:44 From LaShawnda DHA Housing Support Supervisor she,her to Everyone:

Yes



14:41:45 From Delilah She/They to Everyone:

Abstain

14:41:47 From Noel Kammermann - Jamboree to Everyone:

Abstain

14:41:49 From Niomi Del Rio to Everyone:

Abstain

14:41:51 From Korei gipson to Everyone:

Yes

14:41:52 From Yvette Buckner to Everyone:

Yes

14:45:27 From Gabriel Kendall to Everyone:

<https://sacramentostepsforward.org/wp-content/uploads/2024/01/Draft-2024-CoC-CAS-Committee-Work-Plan.pdf>

14:46:43 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

**Approval of 2024 CASC Work Plan:**

14:49:08 From Harjit Singh Gill to Everyone:

Approve the amendment to the intial plan

14:49:39 From Hezekiah Allen to Everyone:

Yes

14:49:41 From Noel Kammermann - Jamboree to Everyone:

Yes

14:49:41 From Kristy Smith to Everyone:

Approve

14:49:42 From Delilah She/They to Everyone:

Yes

14:49:44 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Yes

14:49:44 From LaShawnda DHA Housing Support Supervisor she,her to Everyone:

Yes

14:49:45 From Gabriel Kendall to Everyone:

Yes

14:49:45 From Joseph Smith, Hope Cooperative to Everyone:

yes

14:49:54 From Korei gipson to Everyone:

Yes I approve

14:50:45 From Hezekiah Allen to Everyone:

City of Sacramento Job Openings:

Outreach Worker:

<https://www.governmentjobs.com/careers/saccity/jobs/4422700/neighborhood-resources-coordinator-i?sort=PostingDate%7CDescending&pagetype=jobOpportunitiesJobs>

Office of Homeless Services, Program Manager:

<https://www.governmentjobs.com/careers/saccity/jobs/4400619/program-manager?sort=Salary%7CDescending&pagetype=jobOpportunitiesJobs>

14:53:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Here is an acronym list:

<https://acrobat.adobe.com/link/review?uri=urn%3Aaid%3Ascds%3AUS%3Aec6c3d5e-3f37-3349-b5b2-8b5ecfc846c0>

14:54:00 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Reacted to "Here is an acronym I..." with 👍

14:56:46 From Alan Snyder - Molina Healthcare to Everyone:

Reacted to "Here is an acronym I..." with 👍

15:01:09 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

RPI = Rapid Process Improvement

15:01:39 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Replying to "RPI = Rapid Process ..."

Thanks!

15:01:59 From Melissa Shelton to Everyone:

Reacted to "RPI = Rapid Process ..." with ❤️

15:03:59 From Harjit Singh Gill to Everyone:

Great presentation !

15:04:30 From Diamond - Elica Health CAN to Everyone:

Michelle, can you reshare the link? I joined the meeting late.

15:05:13 From Kristy Smith to Everyone:

Reacted to "RPI = Rapid Process ..." with ❤️

15:05:27 From Shannen Padilla, Molina Healthcare to Everyone:

I am not able to access the acronym list, is there another link that might work?

15:05:44 From Kristy Smith to Everyone:

Reacted to "Here is an acronym I..." with 👍

15:05:45 From Noel Kammermann - Jamboree to Everyone:

Reacted to "Here is an acronym I..." with 👍

15:06:43 From Melissa Shelton to Everyone:

Reacted to "Great presentation !" with !!

15:07:08 From Kathy Simms, First Step Communities to Everyone:

Would it be helpful to have more "line staff" be part of this process?

15:07:18 From Harjit Singh Gill to Everyone:

BRB

15:08:19 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Michelle Reedus: [mreedus@sacstepsforward.org](mailto:mreedus@sacstepsforward.org)

15:08:36 From Delilah She/They to Everyone:

[Delilah@sacyouthactionboard.org](mailto:Delilah@sacyouthactionboard.org)

15:08:51 From Jesse SSF, CoC Analyst to Everyone:

I think Delilah would be a great candidate for the youth perspective, especially with her connection to CASC and YAB.

15:09:17 From Diamond - Elica Health CAN to Everyone:

Hello Michelle, I will also like to be included. My email is [Dperryman@elicahealth.org](mailto:Dperryman@elicahealth.org)

15:09:23 From marc del fava (First Step Communities) to Everyone:

[mdelfava@firststepcommunities.org](mailto:mdelfava@firststepcommunities.org)

15:10:00 From LaShawnda DHA Housing Support Supervisor she,her to Everyone:

Welcome Nur!!! 🙌

15:10:25 From Harjit Singh Gill to Everyone:

Back

15:10:54 From Jason Cuff, AAA4 Case Manager to Everyone:

I can offer some perspective from the senior & aging community in Sacramento (Agency on Aging Area 4): [jcuff@agencyonaging4.org](mailto:jcuff@agencyonaging4.org)

15:11:06 From Nur Kausar (she/her), EAH Housing to Everyone:

[nur.kausar@eahhousing.org](mailto:nur.kausar@eahhousing.org)

15:11:51 From reid anderson to Everyone:

[randerson@cohewo.org](mailto:randerson@cohewo.org) , also [housing@cohewo.org](mailto:housing@cohewo.org) Thank you!!

15:12:01 From Nur Kausar (she/her), EAH Housing to Everyone:

Hi LaShawnda!

15:12:10 From Nur Kausar (she/her), EAH Housing to Everyone:

Reacted to "Welcome Nur!!! 🙌" with ❤️

15:12:52 From Shaitra Ken to Everyone:

SHRA : 60 days is good in terms of not needing to recertify documentation

15:15:03 From Shaitra Ken to Everyone:

4 days over 1 month

15:19:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

CAS Overview webpage:

<https://sacramentostepsforward.org/system-overview-updates/>

CAS Reports & Updates: <https://sacramentostepsforward.org/cas-reports-updates/>

Accessing Resources: <https://sacramentostepsforward.org/cas-client-portal/>

15:20:02 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
2023 CAS Annual Report:  
<https://sacramentostepsforward.org/cas-2023-annual-report/>

15:20:53 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
This report:  
<https://sacramentostepsforward.org/wp-content/uploads/2024/03/CAS-Annual-Report-FINAL-03.08.24-1.pdf>

15:22:17 From Michelle Reedus- SSF to Everyone:  
Reacted to "Great presentation !" with ❤️

15:40:33 From LaShawnda DHA Housing Support Supervisor she,her to Everyone:  
I have found names are some time skewed and I have had to look up clients with various name-

15:40:45 From Kristy Smith to Everyone:  
Reacted to "I have found names a..." with 👍

15:41:55 From Peter Bell (he/him) to Everyone:  
Reacted to "I have found names a..." with 👍

15:42:15 From Korei gipson to Everyone:  
211 needs to have accurate and updated information.

15:48:22 From LaShawnda DHA Housing Support Supervisor she,her to Everyone:  
Would be nice to streamline Cal Aim into CAS

15:48:32 From Kristy Smith to Everyone:  
Reacted to "Would be nice to str..." with ❤️

15:48:36 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Reacted to "Would be nice to str..." with 👍

15:50:16 From Nur Kausar (she/her), EAH Housing to Everyone:

Reacted to "Would be nice to str..." with ❤️

15:53:19 From Peter Bell (he/him) to Everyone:

That would be my dream, LaShawnda!

15:53:35 From Yvette Buckner to Everyone:

Reacted to "That would be my dre..." with 👍

15:53:40 From Yvette Buckner to Everyone:

Reacted to "That would be my dre..." with ❤️

15:53:45 From Nur Kausar (she/her), EAH Housing to Everyone:

Would love to work on that, LaShawnda and Peter. The state folks want that too

15:53:52 From Yvette Buckner to Everyone:

Reacted to "211 needs to have ac..." with 👍

15:54:07 From Kristy Smith to Everyone:

Reacted to "Would love to work o..." with 👍

15:59:18 From Peter Bell (he/him) to Everyone:

Would be great to hear from the SSF Case Conferencing team in future meetings. They are working on identifying solutions for 50 clients who are ineligible for shelter due to their high medical needs.

15:59:39 From Hezekiah Allen to Everyone:

Reacted to "Would be great to he..." with 👍

15:59:44 From Joseph Smith, Hope Cooperative to Everyone:

CASC Committee Co-Chair [josmith@hopecoop.org](mailto:josmith@hopecoop.org)

15:59:48 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Reacted to "Would be great to he..." with 👍

16:00:00 From Nur Kausar (she/her), EAH Housing to Everyone:

for the permanent affordable housing programs to add to that CAS list, I wonder if SHRA could at least provide you with the PBV award list so you may know which new PBV-specific units will be coming online and when since they would know that. Their PBVs are required to be for folks experiencing homelessness/at risk, so it's a start for that data at least

16:00:05 From Michelle Reedus- SSF to Everyone:

Reacted to "Would be great to he..." with 👍

16:00:23 From Margarita Dodatko to Everyone:

Elham from the CAN team is in the meeting and can represent the team in a meeting if needed

16:00:31 From Hezekiah Allen to Everyone:

Reacted to "Elham from the CAN t..." with 👍

16:00:32 From Peter Bell (he/him) to Everyone:

Reacted to "Elham from the CAN t..." with 👍

16:00:33 From Hezekiah Allen to Everyone:

Reacted to "for the permanent af..." with 👍

16:00:37 From LaShawnda DHA Housing Support Supervisor she,her to Everyone:

Reacted to "Elham from the CAN t..." with 👍

16:00:40 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

**The next CASC Meeting is Thursday, April 11, 2024 at 2:30 PM.**



16:00:44 From Stacey Fong to Everyone:

Reacted to "Elham from the CAN t..." with 👍

16:00:58 From Peter Bell (he/him) to Everyone:

Reacted to "for the permanent af..." with 👍

16:01:02 From Michelle Reedus- SSF to Everyone:

Reacted to "for the permanent af..." with 👍

16:01:04 From Nur Kausar (she/her), EAH Housing to Everyone:

I will be on vacation for our next meeting, apologies

16:01:13 From Michelle Reedus- SSF to Everyone:

Reacted to "Would be nice to str..." with ❤️

16:01:16 From Noel Kammermann - Jamboree to Everyone:

Thanks everyone!

Big thanks to Joe for chairing!

16:01:40 From Freeda Rawson to Everyone:

TY