



Racial Equity (REQ) Committee Meeting Minutes

Wednesday, February 21, 2024 | 9:00 AM – 11:00 AM

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

Attendance:

Member	Area of Representation	Present
Angela Upshaw, Co-Chair	Veterans	Yes
Crystal Sanchez	Sacramento	No
Dawn Basciano, Co-Chair	Sacramento	Yes
Deborah Hicks	Mental Health Services for Children & Adolescents, Medi-Cal, Special Needs	Yes
Deisy Madrigal	Homelessness Prevention, AB12 & TAY Housing Provider	Yes
Emily Zelaya	Opening Doors, Inc., Program Manager	Yes
Fatemeh Martinez	Sacramento	No
Karisa Hyppolite	Sacramento	No
Kazoua Heu	Sacramento County, Underserved Southeast Asians, Hispanics, Whites	Yes
Latesha Royster	Partners with Lived Expertise Advocate	Yes
Majorie Beazer	Partners with Lived Expertise Advocate	No
Quinn Jones-Hylton	Sacramento	Yes
Samantha Earnshaw	Northern California, Youth, Families, Single Homeless, Disabilities	Yes
Shalinee Hunter	Sacramento and Statewide	No

Sher Singh	Business	Yes
Stephanie Thompson	Sacramento	No*
Yvette Buckner	Partners with Lived Expertise Advocate	Yes

SSF Staff	SSF Title
Anthony Robinson	REQ Manager
Jesse Archer	CoC Analyst
Michelle Charlton	CoC Coordinator
Michelle Reedus	CE Manager
Peter Bell	Planning Director
Rachel Bereza	Deputy CEO
Shaitra Ken	Case Conferencing Specialist
Trent Simmons	Data & Analytics Director
Tlaltzin Muro	Referral Specialist

Guests
Adan Zubiante, Alan Snyder, Cristina Navarro, Darrin Greer, Dulce Delgadillo Santisteban, freeda.rawson, Haimanot Ashenafi, Leah Kingsley, Mina Khoshbakht, Pamela Boss, Ray Kemp, Sarah's iPhone, and Shannen Padilla.

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome & Grounding into the Space Opener: How have external factors influenced your	Angela Upshaw, REQC Co-Chair	9:00 AM (10 minutes)	Informational

<p>thinking about racial difference? Good or bad? People, things, media, etc.?</p> <p>Land Acknowledgement</p> <p>Labor Acknowledgement</p> <p>Community Guidelines</p>			
<p>The meeting started around 9:05am. Angela asked the opener. Responses to the opener were shared during the meeting. She shared the Land Acknowledgement, Labor Acknowledgement, and Community Guidelines.</p>			
<p>II. REQ Spotlight: Black History Month</p> <p><i>REQC Members Only: Sign up for the REQ Spotlight here.</i></p>	<p>Anthony Robinson, SSF Racial Equity Manager</p>	<p>9:10 AM (15 minutes)</p>	<p>Informational</p>
<p>Anthony shared a poem and video. <i>Reminder, REQC Members sign up for the REQ Spotlight here.</i></p>			
<p>III. Approval of 1/17/24 Meeting Minutes</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • 1/17/24 Meeting Minutes 	<p>Angela Upshaw</p>	<p>9:25 AM (5 minutes)</p>	<p>Action</p>
<p>Motioned for Approval of the January Meeting Minutes: 1st - Sher Singh, 2nd - Quinn Jones-Hylton</p> <p>Motion passed.</p>			
<p>IV. Announcements (Upcoming Events & Recent Actions)</p>	<p>Angela Upshaw, REQC Members, SSF Staff, & Guests</p>	<p>9:30 AM (5 minutes)</p>	<p>Informational</p>

Angela shared details about the REQC Co-Chair seat, the Co-Chair selection process, and if a REQC member is interested in the Co-Chair seat to email [her](#), [Anthony Robinson](#), or [Michelle Charlton](#).

V. REQC Ad Hoc Review of Equity Data & Upcoming Meeting Details

Trent Simmons, SSF Data & Analytics Director & Tom Albanese, SSF Consultant

9:35 AM
(10 minutes)

Informational

Trent and Tom shared a [document](#) that was shared with the REQC on Tuesday 2/20/24. They discussed the background, findings, and a graphic of the findings. Tom shared details about the “All in Plan” (The RCHAP). Comments were made. Questions were asked. Please see the recording and chat for details.

VI. Racial Equity Action Plan Discussion

Anthony Robinson

9:45 AM
(40 minutes)

Discussion

- Supporting Material:
- [Racial Equity Action Plan](#)

Anthony shared details about the REAP, next steps for the REAP, a [REAP evaluation tool](#), and the use of breakout rooms during the meeting to discuss in small groups. Please email your completed REAP evaluation tool to [Anthony](#) by Friday.

VII. Language & Readability Forms Update

Anthony Robinson

10:25 AM
(5 minutes)

Discussion

Anthony shared details about the language & readability efforts, a translation company has been selected, the forms have been translated, the language needs work group have reviewed the forms, thank you to those who supported and participated in this effort, more work is coming up soon, and the next steps. Questions were asked. Please see the chat and recording for more information.

Action Item:

- Anthony will reach out to Peter/SSF staff to discuss next steps: are there any questions or concerns about the forms?, how do we let the community know where and how to use these forms?

VIII. Review & Approve Draft 2024 REQC Work Plan	Anthony Robinson	10:30 AM (20 minutes)	Discussion & Action
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This agenda item will be moved to the March Meeting.

VIII. Meeting Adjourned at 11:01am

The next REQC meeting is Wednesday, March 20, 2024 at 9:00am.

REQC Meeting Chat:

08:59:16 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/02/REQC-Agenda-Feb-2024-.pdf>

09:01:14 From Emily Zelaya (she/ella) to Everyone:
Good morning!

Reacted to "Good morning! FYI, w..." with 👍

09:02:20 From latesha Royster/she/her/hers/ (person with lived experience) to Everyone:

Hi everyone good morning

09:02:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Welcome! Here is today's agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/02/REQC-Agenda-Feb-2024-.pdf>

~~09:04:27 From Kee's OtterPilot to Everyone:~~

~~Hi, I'm an AI assistant helping Kee Mathews take notes for this meeting. Follow along the transcript here:~~

~~https://otter.ai/u/zFK7fGR6J4A9xupv7yibDmlla6M?utm_source=va_chat_link_1~~

~~You'll also be able to see screenshots of key moments, add highlights, comments, or action items to anything being said, and get an automatic summary after the meeting.~~

09:06:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Opener: How have
external factors
influenced your thinking
about racial difference?
Good or bad? People,
things, media, etc.?

09:15:29 From Yvette Buckner to Everyone:

So true!!

09:16:00 From Leah Kingsley (They/She) to Everyone:

I have been watching Found! 😊 it's good!

09:16:09 From Anthony Robinson to Everyone:

It comes on NBC/Peacock

09:19:04 From latesha Royster/she/her/hers/ (person with lived experience) to Everyone:

I agree the media but I would say teachers parents we don't teach our kids and younger generation the history of black history and our ancestors now in days our kids know just about cops killing and all the negativity that the media prompts on blacks what about all the good and unity we have

09:19:34 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Land Acknowledgement:

<https://acrobat.adobe.com/link/track?uri=urn%3Aaid%3Aascds%3AUS%3Af3a4c3c2-31fd-341a-a932-8cd00e2ea619>

09:20:20 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Labor Acknowledgement:

<https://sacramentostepsforward.org/wp-content/uploads/2024/02/Labor-Acknowledgement.pdf>

09:21:46 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Community Guidelines:

<https://acrobat.adobe.com/link/review?uri=urn%3Aaid%3AscDs%3AUS%3A578b5a09-0926-3ddd-a106-ee10a5321a25>

09:22:22 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
REQC Members Only: Sign up for the REQ Spotlight here:

<https://www.signupgenius.com/go/10c094cafaa23abfcc07-spotlight#/>

09:28:19 From Cristina Navarro (she/her/ella) to Everyone:

I recently heard Nina Simone's rendition of Strange Fruit. I encourage everyone to listen <https://www.youtube.com/watch?v=lwTitp3omXY>

09:28:24 From Emily Zelaya (she/ella) to Everyone:

Beautiful. Thank you for sharing. 🙏

09:28:36 From Pamela Boss (she/her) SHELTER, Inc. to Everyone:

Reacted to "Beautiful. Thank you..." with ❤️

09:31:13 From Tom Albanese to Everyone:

"unbought and unbossed" - did others catch her moto on her campaign sign?
Love that

09:31:23 From Emily Zelaya (she/ella) to Everyone:

Reacted to ""unbought and unboss..." with ❤️

09:31:30 From Angela Upshaw to Everyone:

Reacted to ""unbought and unboss..." with ❤️

09:31:44 From Angela Upshaw to Everyone:

Reacted to "I recently heard Nin..." with ❤️

09:31:51 From Angela Upshaw to Everyone:

Reacted to "Beautiful. Thank you..." with ❤️

09:33:43 From Samantha Earnshaw to Everyone:
Ms. Shirley Chisholm is one of my personal heroes.

09:34:02 From Tom Albanese to Everyone:
Reacted to "Ms. Shirley Chisholm..." with 👍

09:35:29 From Samantha Earnshaw to Everyone:
"LEAD" not "Leave" on the subtitles! LOL

09:38:26 From latesha Royster/she/her/hers/ (person with lived experience) to Everyone:
Yeah her dad is from British West Indies I think...

09:39:27 From Deborah Hicks to Everyone:
Thank you for sharing these inspirational poems and videos. I will take them back to my own agency as part of our lifting up Black History Month.

09:39:42 From Samantha Earnshaw to Everyone:
Reacted to "Thank you for sharin..." with ❤️

09:40:42 From Sher Singh to Everyone:
motion

09:40:51 From Quinn Jones-Hylton to Everyone:
Second

09:40:53 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of the January Meeting Minutes:

09:41:02 From Sher Singh to Everyone:
yes

09:41:03 From Angela Upshaw to Everyone:
yes

09:41:04 From Emily Zelaya (she/ella) to Everyone:
Yes

09:41:12 From Dawn Basciano to Everyone:
Yes

09:41:17 From Yvette Buckner to Everyone:
Yes

09:41:23 From Deborah Hicks to Everyone:
Yes

09:41:25 From Samantha Earnshaw to Everyone:
Yes

09:41:26 From latesha Royster/she/her/hers/ (person with lived experience) to Everyone:
Yes

09:41:41 From Kazoua Heu to Everyone:
abstain - I was not present at the last meeting

09:47:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
This doc (shared yesterday):
<https://sacramentostepsforward.org/wp-content/uploads/2024/02/HHAP-5-Equity-Analysis.pdf>

10:15:11 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Racial Equity Action Plan:
https://sacramentostepsforward.org/wp-content/uploads/2021/08/10_SSF-Racial-Equity-Action-Plan-12-copy.pdf

10:17:24 From Anthony Robinson to Everyone:
https://docs.google.com/document/d/1H6-Sb9DVu2KA5nRGRogq7Aq_E4O69E938SDg11JaMig/edit?usp=sharing

10:20:58 From Anthony Robinson to Everyone:
arobinson@sacstepsforward.org

10:27:35 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Form:

https://docs.google.com/document/d/1H6-Sb9DVu2KA5nRGRogq7Aq_E4O69E938SDg11JaMig/edit

10:30:35 From Christina TinaCris Robinson to Everyone:
Racial Equity Action Plan Evaluation Tool

Introduction:

This evaluation tool is designed to assess the progress and impact of the Sacramento Continuum of Care's Racial Equity Action Plan. It will help measure the effectiveness of the current plan's implementation and identify areas for improvement for the future plan.

Instructions:

For each question, please provide a rating and any relevant comments or evidence to support your assessment.

Part I: Implementation Assessment

Overall Progress: Rate the overall progress of implementing the Racial Equity Action Plan.

Unsatisfactory

Good

Excellent

Comments/Evidence:

Execution: Assess the extent to which the action plan was executed as originally designed.

Implemented

Partially Implemented

Mostly Implemented

Implemented

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◦

◦

◦

◦

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◦

◦

◦

◦

Fair

Plan

Not

Fully

Comments/Evidence:

Resource Allocation: Evaluate whether the necessary resources (financial, human, and time) were allocated to support plan implementation.

Insufficient Resources

Adequate Resources

Abundant Resources

Comments/Evidence:

10:31:31 From Christina TinaCris Robinson to Everyone:
Part II: Impact Assessment

Change in COC Culture: Assess changes in the COC's culture regarding racial equity and inclusivity.

Change

Minimal Change

Moderate Change

Significant Change

Comments/Evidence:

Diversity and Inclusion: Measure progress in achieving greater diversity and inclusion within the COC.

Progress

Minimal Progress

Some Progress

Substantial Progress

○

Comments/Evidence:

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Equitable Policies and Practices: Evaluate the extent to which racially equitable policies and practices have been implemented.

•

Implemented

○

Few

Some Implemented

○

Many Implemented

○

Nearly All Implemented

○

Comments/Evidence:

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10:32:04 From Christina TinaCris Robinson to Everyone:
Part III: Measuring Outcomes

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Reducing Disparities: Based on your knowledge, assess whether the Racial Equity Action Plan has led to a reduction in racial disparities related to being unhoused and/or experiencing homelessness.

Reduction

○

No

Minimal Reduction

○

Moderate Reduction

○

Significant Reduction

○

Comments/Evidence:

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Community Impact: Evaluate the plan's impact on racial equity within BIPOC communities or populations in the greater Sacramento area.

- Impact ◦ No
- Minimal Impact ◦
- Some Impact ◦
- Significant Impact ◦
- Comments/Evidence: •

10:32:46 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
 Here is the tool:
<https://sacramentostepsforward.org/wp-content/uploads/2024/02/Racial-Equity-Action-Plan-Evaluation-Tool.pdf>

10:33:36 From Christina TinaCris Robinson to Everyone:
 Part IV: Feedback and Adjustments

Adjustment and Adaptation: Assess the REQC's willingness and ability to adjust the action plan based on feedback and changing circumstances.

- Unwilling to Adapt ◦
- Limited Adaptation ◦
- Some Adaptation ◦
- Highly Adaptive ◦
- Comments/Evidence: •

10:37:50 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
 Racial Equity Action Plan:
https://sacramentostepsforward.org/wp-content/uploads/2021/08/10_SSF-Racial-Equity-Action-Plan-12-copy.pdf

10:45:58 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Please email your feedback to Anthony by this Friday:
arobinson@sacstepsforward.org

10:50:00 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Racial Equity Committee webpage:
<https://sacramentostepsforward.org/continuum-of-care-meetings/#reqc>

10:58:48 From Samantha Earnshaw to Everyone:
A formal Invite 😁

10:59:01 From Leah Kingsley (They/She) to Everyone:
Reacted to "A formal Invite 😁" with ❤️

11:00:41 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
The next REQC meeting is Wednesday, March 20, 2024 at 9:00am.