

Coordinated Access System Committee (CASC) Meeting Minutes

Thursday, April 11, 2024 | 2:30 PM to 4:00 PM



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

Attendance:

Member	Area of Representation / Organization	Present
Cynthia Hunt	Cottage Housing, Inc.	No
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	No
LaShawnda Barker	Sacramento County	Yes
Lindsay Curtis	Sac. County Office of Education	Yes
Maria Avdalas	Housing Authority Management, SHRA	No
Monica Rocha-Wyatt (Co-Chair)	Mental Health	No*
Noel Kammermann	Jamboree Housing	Yes
Nur Kausar	EAH Housing	No

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

SSF Staff	SSF Title
Derrell Peterson	Performance Improvement Advisor
Jesse Archer	CoC Analyst
Michelle Charlton	CoC Coordinator
Michelle Reedus	CES Manager
Melissa Shelton	Referral Specialist
Moneshia Davis	Case Conferencing Coordinator
Peter Bell	Planning Director
Sarah Fletcher	Comms Specialist
Shaitra Ken	Program Analyst - Housing
Stacey Fong	Coordinated Access Operations Manager
Quinn Jones-Hylton	CAS Analyst
Tiffani Reimers	Case Conferencing Coordinator
Tlatzin Muro	Referral Specialist

Guests
Alan Snyder, Cait, Chavonne Frazier-Boult, Deisy Madrigal, Dulce Delgadillo Santisteban, Elham Niazi, Emily Zelaya, Erica Jaramillo (Monicastub), Freeda Rawson, Haimanot Ashenafi, Irencce Chu, James Landreth, Jeffiner Zavala, Jess Bauser, Joseph Pacheco, Josh Arnold, LashundaPrice, Leah Kingsely, Muriel, Niomi Del Rio, Noni Plasichuk, Quinta Davenport, Rhonda, Shannen Padilla, Shelley Sedenquist, Tami Davenport, Terese McWilliams, Tina Koepke, William Pavao, Yene, and Yvette Bucker.

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 2:37 PM.			
II. Announcements: (Upcoming Events & Recent Actions)	CASC Co-Chairs, CASC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
Announcements were shared from: <ul style="list-style-type: none"> ● CASC Chair & Members: Joe Smith, Gabriel Kendall, Deisy Madrigal, Hezekiah Allen ● Guests: Muriel and Erica Jaramillo Please see the chat for details.			
III. Approval of 3/14/24 Meeting Minutes Supporting Material: <ul style="list-style-type: none"> ● 3/14/24 Meeting Minutes 	Joe Smith	2:40 PM (5 minutes)	Action
Motioned for Approval of 3/14/2024 Meeting Minutes: 1st - Hezekiah Allen, 2nd - Noel Kammermann Motion approved.			
IV. Transfers Update	Michelle Reedus, SSF Coordinated Entry System Manager	2:45 PM (5 minutes)	Informational

Michelle shared a progress update on referrals, details about the weekly meetings, and future monthly updates.			
V. CAS Communications	Peter Bell, SSF Planning Director	2:50 PM (5 minutes)	Discussion
Peter shared that we have made progress on the language translation on forms (other than english) and the next steps are to obtain a company to translate the language. He shared a translated form on his screen and that there is a 211 flier that was translated, and mentioned which languages the forms will be available in. Questions and comments were asked. Please see the recording for details.			
VI. Case Conferencing Update	Tiffani Reimers, SSF Case Conferencing Coordinator	2:55 PM (20 minutes)	Informational
Tiffani shared a presentation , providing updates on the Veterans, Single Adults, Families, Office Hours, Challenges, and Reviews. Questions were asked. Please see the recording for details.			
VII. Access Point Revisioning	Peter Bell, SSF	3:15 PM (15 minutes)	Informational
Peter shared a presentation providing an update on background, components of APR, timeline, policy impact and Key Performance Indicators, and the Next Steps. Please see the presentation for more details.			
VIII. Emergency Housing Vouchers (EHV) Policy <i>Correction:</i> Agenda item title is “Extremely Vulnerable Households (EVH) Policy”.	Stacey Fong, SSF Coordinated Access Operations Manager	3:30 PM (30 minutes)	Discussion

Stacey shared a [presentation](#) about the Extremely Vulnerable Households (EVH) Policy providing details including an overview, EVH policy, factors of EVH (all and families), How was the EVH policy determined?, Implementation timeline, What to expect?, Process Map for EVH for HMIS Users (CAS Accessors), Referral expectations, EVH KPIs, EVH budget, the next steps and SSF staff contact information. Questions were asked. Please see the presentation and recording for details.

Action Item:

- This agenda item will be placed on the next CASC meeting agenda as an action item.

IX. Meeting Adjourned at 4:09 pm.

The next CASC Meeting is Thursday, May 9, 2024 at 2:30 PM.

Meeting Chat

14:31:56 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/04/April-2024-CASC-Meeting-Agenda.pdf>

14:36:37 From Yvette Buckner to Everyone:

Good Afternoon

14:37:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/04/April-2024-CASC-Meeting-Agenda.pdf>

14:38:37 From Korei gipson to Everyone:

Hello everyone

14:40:12 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Replying to "Hello everyone"
Welcome Korei!

14:40:16 From Deisy Madrigal, She/Her to Everyone:
Dmadrigal@lssnorcal.org
Hiring case managers for our TAY P&I Team.

14:40:51 From Hezekiah Allen to Everyone:
For anyone interested:
<https://www.governmentjobs.com/careers/saccity/jobs/4422700/neighborhood-resources-coordinator-i?keywords=resource%20coordinator&pagetype=jobOpportunitiesJobs>

14:41:12 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Reacted to "Dmadrigal@lssnorcal...." with 👍

14:41:48 From Erica Jaramillo to Everyone:
@Hezekiah Allen did you hire for the DCR Manager/Coordinator position?

14:41:55 From Erica Jaramillo to Everyone:
Reacted to "Dmadrigal@lssnorcal...." with 👍

14:42:12 From Hezekiah Allen to Everyone:
Manager position is still open as well! Thank you for the reminder!

14:43:21 From Joseph Smith, Hope Cooperative to Everyone:
Jobs at Hope Cooperative:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=694e8a3b-d500-4418-ac78-37e581b3fee7&ccld=19000101_000001&lang=en_US&source=EN&selectedMenuKey=CurrentOpenings

14:48:34 From Yvette Buckner to Everyone:

What is BHS ?

14:49:30 From Tami Davenport to Everyone:

Replying to "What is BHS ?"

Behavioral Health Services

14:50:25 From Yvette Buckner to Everyone:

Replying to "What is BHS ?"

Thank You 😊

14:51:52 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Case conferencing is really impactful and so well run. It's a privilege to be a part of.

14:52:40 From LashundaPrice to Everyone:

I love office hours. Its awesome.

14:53:25 From Moneshia Davis (SSF) to Everyone:

Reacted to "Case conferencing is..." with ❤️

14:53:29 From Moneshia Davis (SSF) to Everyone:

Reacted to "I love office hours...." with ❤️

14:53:44 From William Pavao to Everyone:

Are the "housing applications submitted" to regulated affordable housing developments? If so, how long is the typical wait (are the exiting waiting lists invariably long)?

14:56:46 From Freeda Rawson to Everyone:

Reacted to "Case conferencing is..." with ❤️

14:57:49 From Tiffani Reimers to Everyone:

Reacted to "Case conferencing is..." with ❤️

14:57:52 From Tiffani Reimers to Everyone:

Reacted to "I love office hours...." with ❤️

14:58:12 From Leah Kingsley SSF to Everyone:

Reacted to "I love office hours...." with ❤️

14:58:28 From Michelle Reedus to Everyone:

Reacted to "Case conferencing is..." with ❤️

15:00:20 From Tiffani Reimers to Everyone:

Update the case conferencing tool or suffer the (digital) wrath of our emails...

15:00:38 From Tlaltzin Muro (Tuh-lal-zeen), Referral Specialist, SSF to Everyone:

Reacted to "Update the case conf..." with 🤔

15:01:04 From LaShawnda Barker she, her DHA HSP to Everyone:

That's a great idea- worker go out on vac and so on

15:01:20 From LaShawnda Barker she, her DHA HSP to Everyone:

I also see where workers are not closing the program/activity

15:01:33 From Moneshia Davis (SSF) to Everyone:

Reacted to "I also see where wor..." with 👍

15:01:41 From Leah Kingsley SSF to Everyone:

Reacted to "I also see where wor..." with 👍

15:03:49 From Tiffani Reimers to Everyone:

Removed a ❤️ reaction from "Case conferencing is..."

15:04:11 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of 3/14/2024 Meeting Minutes

15:04:16 From Hezekiah Allen to Everyone:

Yes

15:04:19 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Yes

15:04:22 From Delilah to Everyone:

Yes

15:04:22 From LaShawnda Barker she, her DHA HSP to Everyone:

Yes

15:04:25 From Gabriel Kendall to Everyone:

Yes

15:04:29 From Noel Kammermann - Jamboree to Everyone:

Yes 👍

15:04:31 From Joseph Smith, Hope Cooperative to Everyone:

yes

15:04:41 From Korei gipson to Everyone:

Yes

15:08:13 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Which 5 languages are the translations in at this point?

15:10:51 From Harjit Singh Gill to Everyone:

Spanish, Russian, Hmong, Cantonese , Vietnamese if I'm not mistaken

15:11:19 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Replying to "Spanish, Russian, Hm..."
Thank you!

15:13:53 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Getting those documents translated is such an important step. Hopefully Farsi/Dari will be coming down the line. And Pashto.

15:16:51 From Gabriel Kendall to Everyone:
Reacted to Getting those docume... with "🎯"

15:17:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
FYI, access the acronym list here:
<https://acrobat.adobe.com/link/review?uri=urn%3Aaaid%3AscDs%3AUS%3Aec6c3d5e-3f37-3349-b5b2-8b5ecfc846c0>

15:18:49 From Delilah to Everyone:
Unfortunately I have to leave early today, but I'll see y'all at the next meeting!

15:19:04 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Reacted to "Unfortunately I have..." with ❤️

15:20:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Regionally Coordinated Homelessness Action Plan webpage:
<https://sacramentostepsforward.org/rchap/>

15:21:14 From Shaitra Ken to Everyone:
FYI: EVH is not the SHRA EHV vouchers.

15:22:41 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Replying to "FYI: EVH is not the ..."
Thank you for the reminder! My brain always sees EHV

15:27:57 From Shaitra Ken to Everyone:

Replying to "FYI: EVH is not the ..."
me too!

15:30:10 From LaShawnda Barker she, her DHA HSP to Everyone:

Reacted to "Thank you for the re..." with 👍

15:30:34 From LaShawnda Barker she, her DHA HSP to Everyone:

Replying to "FYI: EVH is not the ..."

@Lindsay Curtis, Sacramento County Office of Education Thanks you- I think I was lost

15:30:47 From LaShawnda Barker she, her DHA HSP to Everyone:

Reacted to "me too!" with 👍

15:33:08 From Erica Jaramillo to Everyone:

Reacted to "Getting those docume..." with 🎯

15:36:59 From Jennifer Zavala to Everyone:

thankyou so much for the info, looking forward to the changes in process.

15:45:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Access the acronym list here:

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

15:45:44 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

This agenda item is "Extremely Vulnerable Households (EVH) Policy"

15:51:41 From Shaitra Ken to Everyone:

backline?

15:57:19 From LaShawnda Barker she, her DHA HSP to Everyone:

The solution to homelessness is affordable low income housing

15:57:51 From LaShawnda Barker she, her DHA HSP to Everyone:
backdoor

15:58:37 From William Pavao to Everyone:
Reacted to "The solution to home..." with 👍

16:00:43 From Peter Bell (he/him) to Everyone:
We will hang on and continue to answer questions.

16:01:03 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Reacted to "backline?" with 👍

16:01:37 From Peter Bell (he/him) to Everyone:
A family sleeping in a tent is considered a priority factor.

16:02:02 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Reacted to "A family sleeping in..." with 👍

16:02:27 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Replying to "The solution to home..."
And also probably a revamp of our whole economic system...

16:03:37 From Michelle Reedus to Everyone:
Reacted to "The solution to home..." with 👍

16:03:52 From Stacey Fong (she/her) SSF to Everyone:
They make up about 10% of people on the waitlist

16:04:52 From Lindsay Curtis, Sacramento County Office of Education to Everyone:
Replying to "They make up about 1..."

EVHs do?

16:05:13 From Peter Bell (he/him) to Everyone:

Replying to "They make up about 1..."

Yes

16:05:33 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Replying to "They make up about 1..."

👍 Thank you

16:06:04 From Gabriel Kendall to Everyone:

100% LaShawnda

16:07:56 From Harjit Singh Gill to Everyone:

Sorry I have a hard stop, thank you for this work and presentation. Glad to be working with you all on this

16:08:05 From Peter Bell (he/him) to Everyone:

Reacted to "Sorry I have a hard ..." with ❤️

16:08:36 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The next CASC Meeting is Thursday, May 9, 2024 at 2:30 PM.

16:09:16 From Yene to Everyone:

thank you

16:09:24 From Lindsay Curtis, Sacramento County Office of Education to Everyone:

Thank you, all!