

# Coordinated Access System Committee (CASC) Meeting Minutes

Thursday, June 13, 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.	Yes
Juniper D'usse	Youth Action Board	Yes
Erica Jaramillo	Mental Health	Yes
Erica Plumb	Mercy Housing	No*
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
Korei Gipson	Partners with Lived Expertise	Yes
Kristy Smith	Partners with Lived Expertise	Yes
LaShawnda Barker, Co-Chair	Sacramento County	Yes
Lindsay Curtis	Sac. County Office of Education	Yes
Maria Avdalas	Housing Authority Management, SHRA	Yes
Noel Kammermann	Jamboree Housing	Yes
Nur Kausar	EAH Housing	Yes

*\*Notified SSF Staff they would be absent in advance/excused.*

SSF Staff	SSF Title
Ayanna McGee	Program Director, Systems of Care Integration
Geoffrey Fralick	Program Analyst - Youth Specialist
Jesse Archer	CoC Analyst
Leah Kingsley	Youth Programs Specialist
Michelle Charlton	CoC Coordinator
Michelle Reedus	CES Manager
Moneshia Davis	Case Conferencing Coordinator
Peter Bell	Planning Director
Sarah Fletcher	Comms Specialist
Shaitra Ken	Program Analyst - Housing
Scott Clark	Portfolio & Team Excellence Lead
Theresa Bible	Coordinated Access System Coordinator
Tlatzin Muro	Referral Specialist

**Guests**

Adan Zubiarte, Carissa Theis, Christina H, Cynthia Aguayo, HMD Global Nokia C300, JoLyn McMillan, Niomi Del Rio, Patrick Cornell, Qbui, QuintaDavenport, Rebecca Blount, Redi SC-CP29, Sophia Puente, Teresa McWilliams, William Pavao, and Val Aceves.

Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome &amp; Congratulations to:</b> <ul style="list-style-type: none"> <li>• <a href="#">LaShawnda Barker</a>, CASC Co-Chair</li> <li>• <a href="#">Erica Jaramillo</a>, New CASC Member</li> </ul>	Joe Smith, CASC Co-Chair	2:30 PM (5 minutes)	Informational
Joe called the meeting to order around 2:33 PM and congratulated LaShawnda and Erica.			
<b>II. Announcements: (Upcoming Events &amp; Recent Actions)</b>	CASC Co-Chairs, CASC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
Announcements were shared from CASC Members Hezekiah Allen and Cythnia Hunt. Please see the chat for details.			
<b>III. Approval of 4/11/24 Meeting Minutes</b> <i>(May 2024 CASC Meeting Canceled)</i>  Supporting Material: € <a href="#">4/11/24 Meeting Minutes</a>	Joe Smith	2:40 PM (5 minutes)	Action
<b>Motioned for Approval of 4/11/2024 Meeting Minutes:</b> 1st - Hezekiah Allen, 2nd – Maria Avdalas.  Motion approved.			

<p><b>IV. Extremely Vulnerable Households (EVH) Follow Up</b></p> <p>Supporting Material:</p> <ul style="list-style-type: none"> <li>• <a href="#">April CASC Meeting Presentation</a></li> </ul>	<p>Stacey Fong, SSF Coordinated Access Operations Manager</p>	<p>2:45 PM (10 minutes)</p>	<p>Discussion &amp; Action</p>
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This agenda item was not discussed and will be placed on the July CASC meeting agenda.

<p><b>V. VI-SPDAT Replacement Update</b></p>	<p>Peter Bell, SSF Planning Director</p>	<p>2:55 PM (15 minutes)</p>	<p>Discussion</p>
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Peter shared details on the VI-SPDAT replacement, an update prioritization scheme, referral tier, update on the progress, services decision/housing type matrix, training/set of modules in upcoming months, Move On Program details, Emergency Housing Voucher details, housing-based vouchers, vulnerability factors (individuals and families), and housing barrier factors. Questions and comments were asked. Please see the recording for details. The CASC requests to have a workshop discussion before the July CASC meeting/moving to adopt this item. Here is a tentative timeline:

- **1<sup>st</sup> or 2<sup>nd</sup> week of July (before July CASC meeting):** Host a VI-SPDAT Replacement Community Discussion(s)
- **Thur., July 11, 2024 CASC meeting:** CASC approval on VI-SPDAT replacement
- **Sept 2024:** Soft Launch

**Action Item:**

- SSF Staff to schedule a VI-SPDAT Replacement Community Discussion to further discuss the VI-SPDAT Replacement.

<b>VI. 2024 Point-In-Time Count Report (Tentative)</b>	<i>Trent Simmons, SSF Data &amp; Analytics Director</i>	3:10 PM (20 minutes)	<i>Informational</i>
<p>This agenda item was not discussed however:</p> <ul style="list-style-type: none"> <li>• Access information about the 2024 PIT Count Report <a href="#">here</a></li> <li>• Here is the <a href="#">June 12, 2024 CoC Board Meeting Minutes</a> (the meeting recording link at the top of page 1, skip to 22:08)</li> <li>• Join us next week and attend the Point-In-Time Count (PITC) Committee Meeting on Thursday, June 20, 2024   9:00 am to 10:30 am. The PITC meeting Zoom details can be found <a href="#">here</a>.</li> </ul>			
<b>VII. Shelter Inc. Program Closeout Update</b>	Michelle Reedus, CAS Housing Manager	3:30 PM (10 minutes)	Informational
<p>Michelle shared we are processing referrals, PSH, Shelter +Care referrals, Housing identification, goals, barriers, over referral process, new projects coming on board, SSF Staff recent efforts with an onboarding checklist, 60-day check in next week, and that more details will come. Please see the recording for more details.</p>			
<b>VIII. Rapid Process Improvement (RPI) Update</b>	Michelle Reedus	3:40 PM (20 minutes)	Informational
<p>This agenda item was not discussed and will be placed on the July CASC meeting agenda.</p>			

**IX. Meeting adjourned at 3:30 pm.**

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

Resources:

- [2024 CASC Work Plan](#)
- [CASC Roster](#)

## Meeting Chat


14:29:31 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Welcome! Here is today's agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/06/CASC-June-13-2024-Agenda-.pdf>


14:31:32 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Welcome! Here is today's agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/06/CASC-June-13-2024-Agenda-.pdf>

14:32:43 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Congratulations to:

- LaShawnda Barker, CASC Co-Chair
- Erica Jaramillo, New CASC Member

14:32:56 From Erica Jaramillo, BHS (She/Her) to Everyone:  
Thank you all

14:33:05 From Jesse SSF, CoC Analyst to Everyone:  
Reacted to "Congratulations to: ..." with 

14:33:07 From Niomi Del Rio to Everyone:  
Reacted to "Congratulations to: ..." with 

14:33:37 From Lindsay Curtis to Everyone:

Reacted to "Congratulations to: ..." with 🎉

14:34:23 From Christina H to Everyone:

Reacted to "Congratulations to..." with ❤️

14:35:14 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

**Approval of 4/11/2024 Meeting Minutes:**

14:35:21 From Lindsay Curtis to Everyone:

Yes

14:35:22 From Hezekiah Allen to Everyone:

yes

14:35:23 From Erica Jaramillo, BHS (She/Her) to Everyone:

abstaining since I wasn't at that meeting

14:35:25 From Kristy Smith to Everyone:

Approve

14:35:28 From LaShawnda DHA HSP Supervisor to Everyone:

Yes

14:35:30 From Cynthia Hunt to Everyone:

yes

14:35:31 From Maria Avdalas, SHRA to Everyone:

yes

14:35:32 From Joseph Smith to Everyone:

yes

14:35:35 From Korei gipson to Everyone:  
Approve

14:35:36 From Delilah She/They to Everyone:  
Yes

14:35:52 From Hezekiah Allen to Everyone:  
<https://www.governmentjobs.com/careers/saccity?sort=PostingDate%7CDescending>

14:36:27 From Terese McWilliams to Everyone:  
<https://www.211sacramento.org/211/jobs/>

14:38:46 From Cynthia Hunt to Everyone:  
I don't have the link however you can reach out to me directly

14:40:00 From Hezekiah Allen to Everyone:  
<https://www.indeed.com/jobs?q=quinn+cottages&l=&from=searchOnDesktopSerp&vjk=6d7d601f76284c12>

14:40:07 From Hezekiah Allen to Everyone:  
I think that's it Cynthia 😊

14:40:10 From Cynthia Hunt to Everyone:  
my email is [chunt@cottagehousing.org](mailto:chunt@cottagehousing.org) the job posting is on indeed

14:40:17 From Hezekiah Allen to Everyone:  
Reacted to "my email is chunt@co..." with 👍

14:40:21 From Moneshia Davis (SSF) to Everyone:  
Reacted to "Congratulations to: ..." with 🎉



14:40:30 From Kristy Smith to Everyone:

Reacted to my email is chunt@co... with "👍"

14:41:00 From Cynthia Hunt to Everyone:

Yes that is perfect thank you for posting the link 😊

14:53:46 From Christina H to Everyone:

Will Bridge Housing or Transitional Housing be included?

14:53:56 From Kristy Smith to Everyone:

Reacted to Will Bridge Housing ... with "👍"

14:54:50 From LaShawnda DHA HSP Supervisor to Everyone:

Replying to "Will Bridge Housing ..."

Good question

14:54:59 From Erica Jaramillo, BHS (She/Her) to Everyone:

Reacted to "Will Bridge Housing ..." with 👍

14:55:45 From Christina H to Everyone:

I agree.

14:55:55 From Peter Bell (he/him) to Everyone:

Replying to "Will Bridge Housing ..."

We are only currently referring for one TH program that is a TH/RRH combo program.

14:56:01 From Erica Jaramillo, BHS (She/Her) to Everyone:


agree with Hez


14:56:52 From Gabriel Kendall to Everyone:

Likewise, I think the more detailed conversation will be critical.


14:59:29 From Shaitra Ken to Everyone:  
have to hop off


14:59:34 From Shaitra Ken to Everyone:  
great work!

14:59:39 From Hezekiah Allen to Everyone:  
Reacted to "great work!" with 


15:03:51 From Erica Jaramillo, BHS (She/Her) to Everyone:  
Reacted to "Likewise, I think th..." with 


15:04:38 From Gabriel Kendall to Everyone:  
A housing choice voucher being the voucher tied to the person.

15:04:50 From Kristy Smith to Everyone:  
Reacted to A housing choice vou... with "

15:04:56 From LaShawnda DHA HSP Supervisor to Everyone:  
Hi Maria-  good to see you

15:07:29 From LaShawnda DHA HSP Supervisor to Everyone:  
Thanks so much for explaining

15:07:43 From Gabriel Kendall to Everyone:  
Reacted to Thanks so much for e... with "

15:07:48 From Gabriel Kendall to Everyone:  
Reacted to A housing choice vou... with "

15:07:51 From Gabriel Kendall to Everyone:

Reacted to A housing choice vou... with "👍"

15:07:56 From Gabriel Kendall to Everyone:

Removed a 👍 reaction from "A housing choice vou..."

15:09:28 From Peter Bell (he/him) to Everyone:

be right back

15:12:45 From Gabriel Kendall to Everyone:

Sorry, I have to step away briefly.

15:12:50 From Erica Jaramillo, BHS (She/Her) to Everyone:

how does the new crime free housing law impact this?

15:13:38 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Access information about the 2024 PIT Count Report here:

<https://sacramentostepsforward.org/continuum-of-care-point-in-time-pit-count/2024-point-in-time-count/>

Here is yesterday's June 12, 2024 CoC Board Meeting Minutes (the meeting recording link at the top of page 1, skip to 22:08): <https://sacramentostepsforward.org/wp-content/uploads/2024/06/June-12-2024-CoC-Board-Minutes.pdf>


Join us next week and attend the Point-In-Time Count (PITC) Committee Meeting on Thursday, June 20, 2024 | 9:00 am to 10:30 am. The PITC meeting Zoom details can be found here: <https://sacramentostepsforward.org/continuum-of-care-meetings/#pitc>


15:13:54 From LaShawnda DHA HSP Supervisor to Everyone:

Reacted to "Access information a..." with 👍

15:14:30 From Kristy Smith to Everyone:


Reacted to Access information a... with "👍"

15:14:50 From Sarah Schwartz to Everyone:  
Reacted to "Access information a..." with 

15:15:12 From Lindsay Curtis to Everyone:  
Reacted to "Access information a..." with 

15:15:42 From Kristy Smith to Everyone:  
Nice uplift, Erica

15:15:55 From LaShawnda DHA HSP Supervisor to Everyone:  
Developer feedback

15:16:05 From Erica Jaramillo, BHS (She/Her) to Everyone:  
Reacted to "Nice uplift, Erica " with 

15:20:46 From Noel Kammermann - Jamboree to Everyone:  
Brb

15:22:25 From William Pavao to Everyone:  
What is the forum for discussing the referral process?

15:23:18 From Cynthia Aguayo to Everyone:  
Will there be a test group?

15:23:25 From Hezekiah Allen to Everyone:  
Replying to "What is the forum fo..."

I think the RPI that Michelle will update us on might be responsive to concerns about referral process

15:27:52 From Joseph Smith to Everyone:

My contact info is [josmith@hopecoop.org](mailto:josmith@hopecoop.org). If anyone has committee questions or needs support, please reach out.

15:28:58 From Hezekiah Allen to Everyone:

Reacted to "My contact info is j..." with 👍

15:30:24 From Shaitra Ken to Everyone:

back

15:30:43 From Noel Kammermann - Jamboree to Everyone:

Back

15:32:14 From Nur to Everyone:

Yes, EAH was happy to be part of the process and we are still involved

15:32:24 From Kristy Smith to Everyone:

Reacted to Yes, EAH was happy t... with "👍"

15:32:42 From Erica Jaramillo, BHS (She/Her) to Everyone:

Reacted to "Yes, EAH was happy t..." with 👍

15:32:57 From LaShawnda DHA HSP Supervisor to Everyone:

Great work!!!

15:33:44 From Shaitra Ken to Everyone:

also document sharing

15:33:57 From Kristy Smith to Everyone:

Reacted to also document sharin... with "👍"

15:33:59 From Shaitra Ken to Everyone:


yes


15:34:00 From HMD Global Nokia C300 to Everyone:  
When is the next training going to take place for Ones to offer resources


15:34:10 From LaShawnda DHA HSP Supervisor to Everyone:  
Maria mentioned it

15:34:11 From Shaitra Ken to Everyone:  
client choice

15:34:16 From Shaitra Ken to Everyone:  
is important


15:34:21 From Sarah Schwartz to Everyone:  
Reacted to "client choice" with 

15:34:22 From Lindsay Curtis to Everyone:  
Reacted to "is important" with 

15:34:24 From Sarah Schwartz to Everyone:  
Reacted to "is important" with 

15:34:36 From Shaitra Ken to Everyone:  
community or triggers

15:34:43 From Peter Bell (he/him) to Everyone:  
Schools, etc.

15:34:50 From Kristy Smith to Everyone:  
Reacted to community or trigger... with "

15:34:52 From Lindsay Curtis to Everyone:

Or sometimes they know they have triggers in a certain area and want to stay out of it

15:35:02 From Kristy Smith to Everyone:

Reacted to Or sometimes they kn... with "❤️"

15:35:14 From Lindsay Curtis to Everyone:

Reacted to "Schools, etc." with 👍

15:35:16 From Michelle Reedus to Everyone:

Reacted to "Or sometimes they kn..." with ❤️

15:35:20 From Noel Kammermann - Jamboree to Everyone:

Exactly, people want to be close to their existing healthcare, avoid some neighborhoods, etc.

15:35:38 From HMD Global Nokia C300 to Everyone:

I have been trying very hard to get some stable avenues of places to guide those who are curious about the process.

15:36:54 From Nur to Everyone:

Yes for example some homeless families' teachers have asked us if their families can move into our Broadway project bec their kids school is downtown

15:37:14 From Kristy Smith to Everyone:

Reacted to Yes for example some... with "👍"

15:37:36 From HMD Global Nokia C300 to Everyone:

I'm involved first hand as well as waiting to find housing my self, so I can share the experience and steps that one will be taking and opening doors to a better living solution

15:37:42 From Michelle Reedus to Everyone:

Reacted to "Yes for example some..." with 👍

15:38:04 From Kristy Smith to Everyone:

Reacted to I'm involved first h... with "👍"

15:38:21 From Christina H to Everyone:

Bridge Housing could be an option.

15:38:35 From Kristy Smith to Everyone:

Reacted to Bridge Housing could... with "👍"

15:38:51 From Shaitra Ken to Everyone:

4 days!!

15:39:01 From Nur to Everyone:

😂 we got fed people

15:39:03 From HMD Global Nokia C300 to Everyone:

I have takin some time to seek out for some Permanent housing while I am taking courses in The Los Rios Community college district

15:39:05 From Shaitra Ken to Everyone:

we had air conditioning too

15:39:14 From Nur to Everyone:

Reacted to "we had air condition..." with 😂

15:39:22 From Shaitra Ken to Everyone:

Reacted to "I have takin some ti..." with ❤️

15:39:26 From Sarah Schwartz to Everyone:



Replying to "we had air condition..."

Bare minimum

15:39:29 From Noel Kammermann - Jamboree to Everyone:

Reacted to we had air condition... with "👍"

15:39:34 From Sarah Schwartz to Everyone:

Replying to "we had air condition..."



15:40:23 From Shaitra Ken to Everyone:

Replying to "we had air condition..."

You'd be surprised

15:40:55 From HMD Global Nokia C300 to Everyone:

I think there is a program offering a room at Extended stay , how do I obtain a referral or a way to get my. Foot in the door to Explore ways to offer others in the similar situations.

15:41:05 From Scott Clark (he/him) to Everyone:

RPI Event Participating Agencies:

Sacramento Steps Forward

Sacramento Continuum of Care Persons with Lived Expertise Committee

Sacramento Continuum of Care Youth Action Board

Sacramento Housing and Redevelopment Agency

Sacramento County Behavioral Health Services

City of Sacramento

Mercy Housing

Mutual Housing

Jamboree

John Stewart

Telecare

Lutheran Social Services

Hope Cooperative  
El Hogar  
EAH Housing

15:41:48 From Michelle Reedus to Everyone:

Reacted to "Exactly, people want..." with ❤️

15:42:21 From HMD Global Nokia C300 to Everyone:

No worries when ever it's at Best convenience

15:42:21 From Kristy Smith to Everyone:

Reacted to RPI Event Participat... with "❤️"

15:42:51 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

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

15:43:10 From Kristy Smith to Everyone:

Reacted to The next CASC Meetin... with "😂"

15:43:48 From Noel Kammermann - Jamboree to Everyone:

Thanks Joe!

15:43:50 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Joe Smith: [josmith@hopecoop.org](mailto:josmith@hopecoop.org)

15:43:52 From Lindsay Curtis to Everyone:

Thanks so much, everyone :)

15:43:53 From LaShawnda DHA HSP Supervisor to Everyone:

Appreciate the progress. SSF is making the difference. The solution to homelessness is affordable housing

15:44:08 From Kristy Smith to Everyone:

Reacted to Appreciate the progr... with "👍"