

Coordinated Access System Committee (CASC) Meeting Minutes

Thursday, Aug. 8, 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
Erica Jaramillo	Mental Health	Yes
Erica Plumb	Mercy Housing	Yes
Gabriel Kendell	2-1-1 Sacramento	No
Harjit S Gill	Homeless Service Provider	No
Hezekiah Allen	City of Sacramento	Yes
Joseph Smith, Co-Chair	Homeless Service Provider	Yes
Juniper D'usse	Youth Action Board	No
Korei Gipson	Partners with Lived Expertise	No
Kristy Smith	Partners with Lived Expertise	No
LaShawnda Barker, Co-Chair	Sacramento County	No
Lindsay Curtis	Sac. County Office of Education	Yes
Maria Avdalas	Housing Authority Management, SHRA	No
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
Leah Kingsley	Youth Programs Specialist
Marjorie Delgadillo	Family Collaborative Director
Michelle Charlton	CoC Coordinator
Michelle Reedus	CES Manager
Niomi Del Rio	Administrative Analyst
Peter Bell	Planning Director
Shaitra Ken	Program Analyst - Housing
Tina Wilton	HMIS

Guests

Cait Paulson, Christina Heredia, Cynthia Aguayo, Devin Strecker, Genelle Cazares, Haimanot Ashenafi, LaShunda's Phone, Leslie Napper, Lisa Berry, Quinta Davenport, Samsung SM-A037U, Teresa McWilliams, Tina Koepke, and Yvette Buckner.

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 2:35 PM. New participants introduced themselves.			
II. Announcements: (Upcoming Events & Recent Actions)	Joe Smith, CASC Co-Chair, CASC Chairs, CASC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
SSF Staff: Shaitra Ken reminded everyone to keep all Family Housing Services documents up to date. Please see the recording for details.			
III. Approval of 7/11/24 Meeting Minutes Supporting Material: • 7/11/24 Meeting Minutes	Joe Smith, CASC Co-Chair	2:40 PM (5 minutes)	Action
<p>Not enough CASC members voted.</p> <p>Action Item:</p> <ul style="list-style-type: none"> The 7/11/24 CASC meeting minutes will be placed on the Sept. CASC meeting for a review/vote. 			
IV. Emergency Shelter Updates: • Bannon Street Shelter Closure • Behavioral Health Bridge Housing (BHBH)	Peter Bell, SSF Planning Director	2:45 PM (5 minutes)	Discussion
Peter shared details about EVH, Bannon Street Shelter Closure, Behavioral Health Bridge Housing (BHBH) in relation to CAS. Please see the recording for details.			
V. Interim Housing Prioritization Update for Extremely Vulnerable Households (EVH)	Peter Bell	2:50 PM (15 minutes)	Informational

Peter shared details about last month's CASC approval on the EVH and the VIS-PDAT replacement: HCT. Today we're asking the CASC to approve the recommended amendment to the EVH language to the CAS Prioritization Scheme, how this will affect the timeline, and that the CoC Board will review and vote to approve the HCT at the Aug 14 CoC Board meeting. Questions were asked. Please see the recording for details.

Approval of the Amendment to the EVH Language to the Current Prioritization Schema As Discussed: 1st - Erica Jaramillo, 2nd - Cythina Hunt.

Motion approved.

VI. CAS Assessor & HPS Training Updates

Kathreen Daria,
SSF Capacity
Building & Training
Manager

3:05 PM
(15 minutes)

Informational

Nica shared details about the collaboration with the PWLEC, draft timeline (see screenshot below), train up program details (train the trainer), roll out of a CE program (prevention) and regular CE/CAS program (for currently experience homelessness), and that more information is to come. Questions were asked. Please see the recording.

CAS Assessor & HPS Training and Certification		
CAS Part 1 Theory 2 Days, Live In Person	CAS Part 2 Application 2 Months, Live Virtual	CAS Part 3 / HPS Theory & Application 2.5 Days, Live In Person
Understand Concepts <ul style="list-style-type: none"> Implicit bias Cultural humility Trauma informed care Vicarious trauma/Self care De-escalation/Crisis intervention Progressive engagement case management Trauma survivor support 	Learn and Utilize Tools <ul style="list-style-type: none"> Problem solving financial assistance Community resources Assessment administration/HMIS data entry and reporting CAS referrals S-CAS referrals Shelter transfer requests SHRA application completion Manager training 	Understand and Practice <ul style="list-style-type: none"> HPS and role in ending homelessness Client-centered HPS philosophy HPS and trauma informed care linkage Empathetic and active listening 4 housing outcomes of HPS Client-led interactions
Considerations <ul style="list-style-type: none"> Hoarding behavior support 		

Implementation Calendar		
Q3 2024	Q4 2024	Q1 2025
<ul style="list-style-type: none"> Internal training pilot/revision Onboarding process creation 	<ul style="list-style-type: none"> Housing Conversation Tool available for use Training soft launch/pilot SSF internal revision/finalize 	<ul style="list-style-type: none"> Training and onboarding plan/process hard launch
	Existing Assessors <ul style="list-style-type: none"> Complete HCT and pass assessment Complete HPS Resource sheets available 	New Assessors <ul style="list-style-type: none"> Complete Part 1 to be eligible for Part 2 Complete post training assessment with passing score of ~70% within 2 weeks post training Complete Part 3 within 90 days Participants in management or leadership role will be required to take an added training module/lesson Resource sheets available

VII. VI-SPDAT Replacement: The Housing Conversation Tool (HCT) Update	Quinn Jones-Hylton, SSF Programs Analyst "Emergency Services"	3:20 PM (10 minutes)	Informational
Quinn shared the REQC approved the HCT, the next step is to have approval from the CoC Board at the Aug 14 CoC Board meeting, timeline for the next steps, details and development of a HCT best practice guide, and that the CORE Equity Team will build monitor for racial disparities.			
VIII. Rapid Process Improvement (RPI) Update	Michelle Reedus, SSF CES Manager	3:30 PM (15 minutes)	Informational
Michelle shared a presentation with details about the RPI steps (plan, map the current process, analyze structure & remap, etc.), participating partners, map of the current process, analyze current process and remap, barriers to current process, implementing solutions, upcoming key deadline & actions, and lastly the upcoming Key deadlines & Actions. Comments were shared.			
IX. CAS Semi-Annual Report Supporting Material: <ul style="list-style-type: none"> • CAS Reports & Updates Webpage 	Peter Bell	3:45 PM (15 minutes)	Informational
Peter shared semiannual data on Connections to resources, preventions from Homelessness, Shelter enrollments, Unhoused to Housing, including system metrics. The report can be found on the CAS Reports & Updates Webpage . Comments were made.			
X. Meeting Adjourned at 3:59pm The next CASC Meeting is Thursday, September 12, 2024 at 2:30 PM.			

Meeting Chat

14:28:56 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Today's Agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/07/CASC-Meeting-Aug-2024-Agenda-.pdf>

14:29:57 From Samsung SM-A037U to Everyone:

Kemarra Shockley

14:31:04 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/07/CASC-Meeting-Aug-2024-Agenda-.pdf>

14:35:26 From Annie Hooper, Shelter Inc to Everyone:

Annie Hooper, Shelter Inc

14:35:54 From LashundaPrice to Everyone:

LaShunda Price, Next Move

14:38:38 From Annie Hooper, Shelter Inc to Everyone:

That is FABULOUS! Looking forward to the additional housing.

14:46:33 From Samsung SM-A037U to Everyone:

Everytime yall have this meeting about possible funding for housing you never announced anything other then shelter or 211

14:47:54 From Samsung SM-A037U to Everyone:

I have been attending these meeting for two years and I have recieved no help for housing

14:54:43 From Joseph Smith to Everyone:

Replying to "I have been attendin..."

My name is Joe. Please reach out to me directly and I would like to offer you assistance. My number is 916-502-0632.

14:55:16 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
We have quorum.

14:55:22 From Lisa Berry to Everyone:

Lisa Berry with Capital Compassion. We are a new community based organization.

14:55:51 From Quinn Jones-Hylton to Everyone:

Press 8 then 2

14:56:16 From Erica Jaramillo, BHS (She/Her) to Everyone:

Replying to "I have been attendin..."

I can also offer you information about behavioral health services that are also access points (916) 639-4840 is my work cell or email is jaramilloe@saccounty.gov

14:57:18 From Noel Kammermann - Jamboree to Everyone:

To clarify, would people still be eligible to apply for the housing process even without entered shelter through 211? I understand that you are trying to create flow through the system, but I want to make sure that the system would still allow for eligible people to directly housing.

14:57:44 From Leslie Napper (she/her/Sis)-DRC to Everyone:

Reacted to "To clarify, would pe..." with ❤️

14:58:12 From Joseph Smith to Everyone:

Reacted to "We have quorum." with 👍

14:59:20 From Samsung SM-A037U to Everyone:

Replying to "I have been attendin..."

Thank you

14:59:37 From Samsung SM-A037U to Everyone:

Reacted to Press 8 then 2 with "❤️"

14:59:43 From Samsung SM-A037U to Everyone:

Reacted to Lisa Berry with Capi... with "❤️"

14:59:48 From Samsung SM-A037U to Everyone:

Reacted to We have quorum. with "❤️"

14:59:54 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of the Amendment to the EVH Language to the Current Prioritization Schema As Discussed:

14:59:57 From Hezekiah Allen to Everyone:

yes

15:00:03 From Lindsay Curtis (she/her), SCOE to Everyone:

Yes

15:00:06 From Erica Plumb (she, her) to Everyone:

Yes

15:00:07 From Erica Jaramillo, BHS (She/Her) to Everyone:

yes

15:00:08 From Joseph Smith to Everyone:

yes

15:00:09 From Noel Kammermann - Jamboree to Everyone:

Yes

15:00:15 From Cynthia Hunt to Everyone:

yes

15:01:03 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of 7/11/24 Meeting Minutes

15:01:04 From Erica Jaramillo, BHS (She/Her) to Everyone:
I abstain (I wasn't at the meeting)

15:01:07 From Hezekiah Allen to Everyone:
yes

15:01:11 From Lindsay Curtis (she/her), SCOE to Everyone:
Abstain

15:01:11 From Erica Plumb (she, her) to Everyone:
yes

15:01:13 From Noel Kammermann - Jamboree to Everyone:
Abstain (I wasn't able to attend)

15:01:14 From Joseph Smith to Everyone:
yes

15:01:29 From Cynthia Hunt to Everyone:
Yes

~~15:01:35 From Josephine Appiah (she/her) to Everyone:
abstain~~

15:08:41 From Peter Bell (he/him) SSF to Everyone:
*Pending CoC Board approval

15:11:03 From Lindsay Curtis (she/her), SCOE to Everyone:
Does this mean there will be more PSAPs? Or that that process will change?

15:16:04 From Quinn Jones-Hylton to Everyone:

Tina

15:21:24 From Quinn Jones-Hylton to Everyone:

We plan to have the PWLE's be apart of the training part as well as the last panel will be a Peer Support panel

15:21:41 From Leslie Napper (she/her/Sis)-DRC to Everyone:

Reacted to "We plan to have the ..." with 👍

15:25:02 From Yvette Buckner to Everyone:

Thx Quinn for verification

15:28:18 From Quinn Jones-Hylton to Everyone:

Reacted to "Thx Quinn for verifi..." with 👍

15:30:21 From Marjorie Delgadillo - SSF (s/her) to Everyone:

Thank you everyone, unfortunately, I have to jump off for another meeting

15:30:46 From Christina Heredia to Everyone:

Great point Joe.

15:30:52 From Genelle Cazares to Everyone:

Reacted to "Great point Joe." with 👍

15:31:29 From Christina Heredia to Everyone:

Assess the Assessor.

15:31:40 From Darrell R (PWLEC) to Everyone:

Reacted to "Great point Joe." with ❤️

15:31:42 From Darrell R (PWLEC) to Everyone:

Reacted to "Assess the Assessor." with ❤️

15:31:49 From Peter Bell (he/him) SSF to Everyone:

Reacted to "Assess the Assessor." with 😄

15:44:13 From Nur Kausar (she/her), EAH Housing to Everyone:

Michelle froze for me

15:44:23 From Nur Kausar (she/her), EAH Housing to Everyone:

back

15:46:21 From Samsung SM-A037U to Everyone:

Reacted to Thx Quinn for verifi... with "👍"

15:46:31 From Samsung SM-A037U to Everyone:

Reacted to Does this mean there... with "👍"

15:46:36 From Samsung SM-A037U to Everyone:

Reacted to *Pending CoC Board a... with "👍"

15:47:22 From Lindsay Curtis (she/her), SCOE to Everyone:

Wow -- looks like an amazing amount of work went into this ❤️

15:59:12 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Access CAS reports & updates here: <https://sacramentostepsforward.org/cas-reports-updates/>

16:01:43 From Erica Plumb (she, her) to Everyone:

thank you all- have to hop off!

16:01:58 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The next CASC Meeting is Thursday, September 12, 2024 at 2:30 PM.

16:02:18 From Michelle Reedus to Everyone:
Enjoy your break Joe

16:02:19 From Shaitra Ken to Everyone:
stop rubbing it in our face Joe!

16:02:23 From Shaitra Ken to Everyone:
Enjoy!!

16:02:33 From Quinn Jones-Hylton to Everyone:
Reacted to "stop rubbing it in o..." with ❤️

16:02:36 From Lindsay Curtis (she/her), SCOE to Everyone:
Enjoy the trip, Joe!