



Racial Equity (REQ) Committee Meeting Minutes

Wednesday, Oct. 16, 2024 | 9:00 AM to 11:00 AM

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

Attendance:

Member	Area of Representation	Present
Angela Upshaw, Co-Chair	Veterans	Yes
Dawn Basciano	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	No
Fatemeh Martinez	Sacramento	Yes
Kazoua Heu	Sacramento County, Underserved Southeast Asians, Hispanics, Whites	Yes
Majorie Beazer, Co-Chair	Partners with Lived Expertise Advocate	Yes
Samantha Earnshaw	Youth, Families, Single Homeless, Disabilities	Yes
Shalinee Hunter	Sacramento and Statewide	Yes
Sher Singh, Co-Chair	Business	Yes
Stephanie Thompson	Sacramento	No
Yvette Buckner	Partners with Lived Expertise Advocate	Yes

SSF Staff	SSF Title
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Ayanna McGee	Program Director, Systems of Care Integration
Geoffrey Fralick	Program Analyst - Youth Specialist
Jesse Archer	CoC Analyst
Kathreen "Nica" Daria	Capacity Building & Training Manager
Leah Kingsley	Youth Programs Specialist
Marjorie Delgadillo	Family Collaborative Director
Michelle Charlton	CoC Coordinator
Michelle Reedus	Director of CAS Operations
Niomi Del Rio	Administrative Analyst
Quinn Jones-Hylton	Programs Analyst "Emergency Services"
Rachel Bereza	Deputy CEO
Shaitra Ken	Program Analyst "Housing"

Guests

19097647017, Carolyn Haynes-Thomas, Darrell Rogers, Dulce, Lupe Rosas, Mercedes Lott, Mina Khoshbakht, TGarcha, and Tracey Knickerbocker.

Agenda Item	Presenter(s):	Time	Item Type
<p>I. Welcome & Grounding into the Space</p> <p>Opener: How has race showed up in your personal life? Career? And in care and caregiving?</p> <p>Land Acknowledgement</p> <p>Labor Acknowledgement</p>	<p>Sher Singh, REQC Co-Chair</p>	<p>9:00 AM (15 minutes)</p>	<p>Discussion</p>

Community Agreements			
<p>Sher started the meeting around 9:09am. She asked the opener question: “What is your strength that you bring you share to this REQC?”. Responses to the opener were shared during the meeting. She read the Land Acknowledgement, Labor Acknowledgement, and Community Agreements.</p>			
<p>II. Approval of 9/18/24 Meeting Minutes</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • 9/18/24 Meeting Minutes 	<p>Sher Singh, REQC Co-Chair</p>	<p>9:15 AM (5 minutes)</p>	<p>Action</p>
<p>Motioned for Approval of the 9/18/24 Meeting Minutes: 1st – Shalinee Hunter, 2nd – Samantha Earnshaw.</p> <p>Motion approved.</p>			
<p>III. “Spotlight on Equity”</p>	<p>Deborah Hicks, REQC Member</p>	<p>9:20 AM (10 minutes)</p>	<p>Informational</p>
<p>Deborah shared a presentation about HeartLands Child & Family Services mission, locations, services, staff demographics, and staff training efforts. Questions were asked. Please see the recording for details.</p> <p>Remember for all REQC members, sign up for the “Spotlight on Equity” here.</p>			
<p>IV. Announcements (Upcoming Events & Recent Actions)</p>	<p>Angela Upshaw, REQC Co-Chairs, REQC Members, SSF Staff, & Guests</p>	<p>9:30 AM (10 minutes)</p>	<p>Informational</p>

Shalinee Hunter, REQC member, shared details about a Caltrans Equity Advisory Committee and seeking new Committee members. Learn more [here](#).

<p>V. Key Performance Indicators (KPIs) Follow Up:</p> <ul style="list-style-type: none"> • Framework • Recommendation to Adopt Built for Zero KPIs • System Performance Measures 	<p>Rachel Bereza, SSF Deputy CEO & Ayanna McGee, SSF Director, System Implementation</p>	<p>9:40 AM (40 minutes)</p>	<p>Discussion & Action</p>
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Rachel discussed the [Built for Zero framework/measures](#) (equitable system decision-making power, lived experience, quality data, system outcomes) and went over [our current work in relation to the measures](#) (including Community Wide Standards, the Housing Conversation Tool). Questions were asked. Recommendations to bringing this to the CoC PWLEC to be involved in the decision-making process. The REQC agreed to move forward with the two actions as discussed. Please see the recording and chat for details.

Action Item:

- SSF Staff will place this agenda item on upcoming CoC PWLEC and CoC REQC meetings to be involved in the decision-making process and next steps.

<p>VI. The Housing Conversation Tool (HCT) Follow Up:</p> <ul style="list-style-type: none"> • 3rd Party Review • Monitoring Report Structure 	<p>Ayanna McGee</p>	<p>10:20 AM (10 minutes)</p>	<p>Informational</p>
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Ayanna shared the timeline for the HCT monitoring including details about the purpose, scope, parameters, and draft report outline.

HCT Monitoring Report

- I. **Purpose:** To develop a report that will help our team monitor the outcomes of the HCT.
- II. **Scope:** The report will cover who is assessed, their demographics, their scores, and their outcomes. The report will divide the data by race/ethnicity group and by EVH status. There will also be an appendix which will cover a demographic breakdown by question and answer.
- III. **Parameters:**
 - a. The report should be configured to run/distribute monthly (but be configurable to alternative date ranges).
 - b. The report will need to be delivered to staff who will share it with the Core Equity Team.
 - c. The report should use the same race/ethnicity groups as present in the PIT submission data; there is interest to present on a complete disaggregation of race/ethnicity categories on an annual basis.
 - d. The REQC and CASC would need to approve any recommended changes to the assessment (based on disparities) and help direct the work of the Core Equity Team.
- IV. **Draft report outline:**
 - a. Assessment Population – how many people were assessed?
 - i. Assessed by race/ethnicity (figure)
 - b. Assessment Population Scores – what are the average score by group?
 - i. Score by race/ethnicity (figure)

VII. CAS Assessor / HPS Training & Certification Follow Up	Kathreen “Nica” Daria, SSF Capacity Building & Training Manager	10:30 AM (10 minutes)	Informational
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Nica shared details about CAS assessors recertificated, the Sept. training details, went over the CAS Assessor Recertification Training [webpage](#), the Sacramento Continuum of Care CAS Assessor [Training & Certification by CAS Assessor Status](#), and what is to come (a larger quiz is to come, onboarding freeze, next Housing Problem Solving Training). Please see the recording for details.

VIII. NOFO Updates:	Rachel Bereza & Jesse Archer, SSF CoC Analyst	10:40 AM (10 minutes)	Informational
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Rachel shared:

- [FY2024–2025 CoC Program Competition](#): details about the timeline, applicants, Review & Rank panel, narrative application, and remaining action items.
- [CoCBUILDS](#): details about the timeline, Review & Rank panel, applications to be scored next week, a Review & Rank panel will be held end of this month.

IX. Open Discussion on Recent Actions / Events	Open to All	10:50 AM (10 minutes)	Discussion
Discussion about the 2024 CoC Annual Meeting .			
<p>X. Meeting Adjourned at 11:07am.</p> <p>The next REQC meeting is Wednesday, Nov. 20, 2024 at 9:00 am.</p> <p>2024 REQC meeting: Dec 18</p>			

Meeting Chat

09:03:02 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Welcome! Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/10/102024-REQC-2024-Agenda.pdf>

09:07:08 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Land Acknowledgment: <https://acrobat.adobe.com/link/track?uri=urn%3Aaaid%3Aascds%3AUS%3Af3a4c3c2-31fd-341a-a932-8cd00e2ea619>

09:08:09 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Labor Acknowledgment: <https://sacramentostepsforward.org/wp-content/uploads/2024/02/Labor-Acknowledgement.pdf>

09:08:27 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2024/10/102024-REQC-2024-Agenda.pdf>

09:09:50 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone: Community Agreements: <https://sacramentostepsforward.org/wp-content/uploads/2024/03/COMMUNITY-AGREEMENTS-1.pdf>

09:15:34 From Deisy Madrigal, She/Her to Everyone: I bring my whole self and the experiences I've had in the various inequitable systems in our community.

09:20:47 From Angela Upshaw to Everyone:

@Shalinee Hunter (She/Her/Hers), Thank you for sharing about your work and personal life. Not to put you on the spot, but would you be interested in sharing more about your role at Caltrans (and perhaps other things you are doing to support the community) during a Spotlight on Equity space at one of our meetings? I think it would be great to learn more about the Caltrans work particularly as it relates to addressing unsheltered homelessness.

09:22:02 From Shalinee Hunter (She/Her/Hers) to Everyone:
Sure :)

09:22:08 From Angela Upshaw to Everyone:
Reacted to "Sure :)" with ❤️

09:23:11 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Approval of Minutes:

09:23:15 From Deborah Hicks (she/her) HeartLand Child & Family Services to Everyone:
yes

09:23:21 From Marjorie to Everyone:
Yes

09:23:21 From Shalinee Hunter (She/Her/Hers) to Everyone:
yes

09:23:24 From Angela Upshaw to Everyone:
yes

09:23:27 From Sher Singh she/her to Everyone:
yes

09:23:29 From Samantha Earnshaw to Everyone:
yes

09:23:32 From Deisy Madrigal, She/Her to Everyone:
Abstain. I was absent during the last meeting.

~~09:23:32 From darrell's iPhone to Michelle Charlton (She/Her) CoC Coordinator, SSF(direct message):~~ Not a REQC Member
Yes

09:23:50 From Dawn Basciano to Everyone:
Yes

09:24:11 From Marjorie to Everyone:
Sure

09:24:18 From Kazoua Heu to Everyone:
Abstain; absent.

09:25:04 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
This agenda item is: VI. The Housing Conversation Tool (HCT) Follow Up: • 3rd Party Review • Monitoring Report Structure

09:26:18 From Mina Khoshbakht to Everyone:
Is this in Addison to the VISPDAT

09:26:30 From Shaitra Ken to Everyone:
it's a replacement

09:26:43 From Deisy Madrigal, She/Her to Everyone:
Have we identified the 3rd party agency that will be reviewing the tool?

09:26:50 From Fatemah Martinez to Everyone:
Thanks for the clarification

09:26:59 From Mina Khoshbakht to Everyone:
When will this start ?

09:27:09 From Kazoua Heu to Everyone:
Reacted to "When will this start..." with 👍

09:27:11 From Deisy Madrigal, She/Her to Everyone:
Thank you! Excited for the launch

09:27:22 From Mina Khoshbakht to Everyone:
€and what is it called again?

09:28:21 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
This presentation: <https://sacramentostepsforward.org/wp-content/uploads/2024/10/2024-HeartLand-Revised-Outreach.pdf>

09:28:31 From Shaitra Ken to Everyone:

Replying to "When will this start..."

End of October

09:28:44 From Shaitra Ken to Everyone:
Replying to "€and what is it call..."

Housing Conversation Tool

09:31:37 From Shaitra Ken to Everyone:
If you're from Sac, you know.

09:38:43 From Shaitra Ken to Everyone:
villa jardin

09:55:13 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Remember for all REQC members, sign up to share/present for the next "Spotlight on Equity" here <https://www.signupgenius.com/go/10c094cafaa23abfcc07-spotlight#/>

10:01:33 From Angela Upshaw to Everyone:
Reacted to "Remember for all REQ..." with 👍

10:03:12 From Jesse SSF, CoC Analyst to Everyone:
Reacted to "Remember for all REQ..." with 👍

10:04:58 From Marjorie to Everyone:
Kudos!

10:06:50 From Shalinee Hunter (She/Her/Hers) to Everyone:
[https://urldefense.com/v3/_https://6luuewfb.cc.rs6.net/tn.jsp?f=001elp90JqhXYeqj7SGnS6hxQNJKIUuIHHTPnU4g9gj6eNYu3KebD7vNu2srxDUW5RcMtleFZLvR8leZL5JLV1NCdBW0swAICRTbuNYh4Y9NaOU-TVKWUQiUL9sqZjpElx6bqDS4qpVSMv3XLwEmdPDytsHaWSenyW6ziKWpbQL2O4=&c=7un8bsHTj8sS84hGObt1iRH3IGN5kGv7p3hEo_Lr_Tzq9LLSqjBAbA==&ch=VWABlyJqle-JjEKmGfM-2fcRqxrG_Yo9fm7VAZA55kOhwkhjeTvE3w==_!!LWi6xHDyrA!8erJwaVIWggmdWy2MkU6nHQfVTDetm8ILOyCtk68iC0NvBkSRqJ4Gc01lyz3gwglAbUqnLLmAD9yhm-CraUuRQ\\$](https://urldefense.com/v3/_https://6luuewfb.cc.rs6.net/tn.jsp?f=001elp90JqhXYeqj7SGnS6hxQNJKIUuIHHTPnU4g9gj6eNYu3KebD7vNu2srxDUW5RcMtleFZLvR8leZL5JLV1NCdBW0swAICRTbuNYh4Y9NaOU-TVKWUQiUL9sqZjpElx6bqDS4qpVSMv3XLwEmdPDytsHaWSenyW6ziKWpbQL2O4=&c=7un8bsHTj8sS84hGObt1iRH3IGN5kGv7p3hEo_Lr_Tzq9LLSqjBAbA==&ch=VWABlyJqle-JjEKmGfM-2fcRqxrG_Yo9fm7VAZA55kOhwkhjeTvE3w==_!!LWi6xHDyrA!8erJwaVIWggmdWy2MkU6nHQfVTDetm8ILOyCtk68iC0NvBkSRqJ4Gc01lyz3gwglAbUqnLLmAD9yhm-CraUuRQ$)

10:07:29 From Deborah Hicks (she/her) HeartLand Child & Family Services to Everyone:

HeartLand Child & Family Services www.doingwhateverittakes.org
Deborah.hicks@doingwhateverittakes.org

10:08:09 From Shalinee Hunter (She/Her/Hers) to Everyone:
Caltrans Equity Advisory Committee

[https://urldefense.com/v3/_https://6luuewfbb.cc.rs6.net/tn.jsp?f=001elp90JqhXYeqj7SGnS6hxQNJKIUuIHHTPnU4g9gj6eNYu3KebD7vNu2srxDUW5RcMtleFZLvR8leZL5JLV1NCdBW0swAICRTbuNYh4Y9NaOU-TVKWUQiUL9sqZjpEix6bqDS4qpVSMv3XLwEmdPDytsHaWSenyW6ziKWpbQL2O4=&c=7un8bsHTj8sS84hGObt1iRH3IGN5kGv7p3hEo_Lr_Tzg9LLSqjBAbA==&ch=VWABlyJqle-JjEKmGfM-2fcRqxrG_Yo9fm7VAZA55kOhwkhjeTVE3w==_!!LWi6xHDyrA!8erJwaVIWggmdWy2MkU6nHQfVTDetm8ILOyCtk68iC0NvBkSRqJ4Gc01lyz3gwglAbUqnLLmAD9yhm-CraUuRQ\\$](https://urldefense.com/v3/_https://6luuewfbb.cc.rs6.net/tn.jsp?f=001elp90JqhXYeqj7SGnS6hxQNJKIUuIHHTPnU4g9gj6eNYu3KebD7vNu2srxDUW5RcMtleFZLvR8leZL5JLV1NCdBW0swAICRTbuNYh4Y9NaOU-TVKWUQiUL9sqZjpEix6bqDS4qpVSMv3XLwEmdPDytsHaWSenyW6ziKWpbQL2O4=&c=7un8bsHTj8sS84hGObt1iRH3IGN5kGv7p3hEo_Lr_Tzg9LLSqjBAbA==&ch=VWABlyJqle-JjEKmGfM-2fcRqxrG_Yo9fm7VAZA55kOhwkhjeTVE3w==_!!LWi6xHDyrA!8erJwaVIWggmdWy2MkU6nHQfVTDetm8ILOyCtk68iC0NvBkSRqJ4Gc01lyz3gwglAbUqnLLmAD9yhm-CraUuRQ$)

10:21:30 From Deisy Madrigal, She/Her to Everyone:
Why are we excluding shelters?

10:22:37 From Deisy Madrigal, She/Her to Everyone:
Sorry, you only mentioned housing programs so I thought shelters were not on the list.
Thank you for clarifying

10:32:30 From Marjorie to Everyone:
Exactly!

10:32:42 From Marjorie to Everyone:
3 hots and a cot!

10:40:19 From Deisy Madrigal, She/Her to Everyone:
I'd like to get more specific on how the language access will be worked into these measures as they are being tracked.

10:42:10 From Marjorie to Everyone:
Does the 7 threshold languages include braille/etc.?

10:42:36 From Marjorie to Everyone:
Replying to "Does the 7 threshold..."

An inclusionary perspective...

10:42:43 From Deisy Madrigal, She/Her to Everyone:
Greater participation would be a good start

10:44:18 From Carolyn Haynes-Thomas (Sacramento) She/Her/Hers to Everyone:
If you know of persons who have been formerly incarcerated, or are on probation or parole, they can contact us here at CEO-Center for Employment Opportunities here in Sacto 916-974-9449. or the website: www.ceoworks.org. We can get folks employed, and training provided for jobs as well as job placement. Thanx!

10:44:46 From Marjorie to Everyone:
Reacted to If you know of perso... with "👍"

10:44:50 From Dawn Basciano to Everyone:
Reacted to "If you know of perso..." with 👍

10:45:22 From Marjorie to Everyone:
I am in favor

10:45:51 From Shaline Hunter (She/Her/Hers) to Everyone:
Thank you -- agree to the recommendation.

10:46:36 From Jesse SSF, CoC Analyst to Everyone:
👏

10:49:26 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
CAS Assessor Recertification Training webpage:
<https://sacramentostepsforward.org/housing-conversation-tool-trainings/>

10:51:45 From Marjorie to Everyone:
Removed a 👍 reaction from "If you know of perso..."

10:51:47 From Marjorie to Everyone:
Reacted to If you know of perso... with "👍"

10:55:58 From Deisy Madrigal, She/Her to Everyone:
Hi, folks I have another meeting to run to. Thank you!

10:57:24 From Sher Singh she/her to Everyone:
Reacted to "Hi, folks I have ano..." with 👍

10:57:26 From Marjorie to Everyone:
Replying to "Hi, folks I have ano..."

Have a great day, Deisy!

11:01:51 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Explore the timeline, materials, and the next steps by visiting the webpages for the [FY2024–2025 CoC Program Competition](#) and [CoCBuilds](#).

11:01:57 From Kathreen "Nica" Daria (She) SSF, Capacity Building & Training Manager to Everyone:

CAS Assessor Tools/Quiz Qs: CAS@sacstepsforward.org

11:02:14 From Kathreen "Nica" Daria (She) SSF, Capacity Building & Training Manager to Everyone:

HMIS CAS Agency Qs: HMIS@sacstepsforward.org

11:02:16 From Terri Gee to Everyone:

Reacted to "Explore the timeli..." with 👍

11:02:29 From Kathreen "Nica" Daria (She) SSF, Capacity Building & Training Manager to Everyone:

CAS Assessor Training Qs: Trainings@sacstepsforward.org

11:02:47 From Terri Gee to Everyone:

Reacted to "CAS Assessor Tools..." with 👍

11:03:06 From Jesse SSF, CoC Analyst to Everyone:

Full priority listing: <https://sacramentostepsforward.org/wp-content/uploads/2024/10/CoC-Board-Approved-2024-2025-CoC-Program-NOFO-Sacramento-City-County-CoC-FINAL-Priority-Listing.pdf>

11:03:21 From Terri Gee to Everyone:

Reacted to "CAS Assessor Train..." with 👍

11:03:40 From Kathreen "Nica" Daria (She) SSF, Capacity Building & Training Manager to Everyone:

Have a great day all. Need to join the next meeting.

11:04:01 From Marjorie to Everyone:

Replying to "Have a great day all..."

Thnx for the great update, Nica!

11:04:36 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

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

11:05:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
2024 CoC Annual Meeting webpage: <https://sacramentostepsforward.org/2024-sacramento-continuum-of-care-annual-meeting/>