

Coordinated Access System Committee (CASC) Meeting Minutes

Thursday, Jan. 9, 2025 | 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	No
Erica Plumb	Mercy Housing	Yes
Gabriel Kendall	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
Juniper D'usse	Youth Action Board	Yes
Korei Gipson	Partners with Lived Expertise	Yes
Kristy Smith	Partners with Lived Expertise	Yes
LaShawnda Barker, Co-Chair	Sacramento County	No*
Lindsay Curtis	Sac. County Office of Education	Yes
Maria Avdalas	Housing Authority Management, SHRA	Yes
Noel Kammermann	Jamboree Housing	No*
Nur Kausar	EAH Housing	Yes

SSF Staff	SSF Title
Geoffrey Fralick	Program Analyst – Youth
Giselle Escalante	DV Referral Specialist
Leah Kingsley	Youth Programs Specialist
Marjorie Delgadillo	Family Collaborative Director
Michelle Charlton	CoC Coordinator
Michelle Reedus	Director of CAS Operations
Peter Bell	Planning Director
Quinn Jones-Hylton	Programs Analyst "Emergency Services"
Shaitra Ken	Program Analyst - Housing
Tlaltzin Muro	Program Analyst "Survivor Programs"
Tyffanie Wedding-O'Con	Project Director of Racial Equity Initiatives

Guests
<p>A Merritt, HERA Atty., Amie Brown, Anna Darzins, Cait Paulson, Sac County BHS HEART, Christina Heredia, Christy Demaria- Vivant Health she/her, Dave Kretzmann (annkretzmann), Devin strecker, Dre Richard, Eunice Carrillo, DHA HSP Supervisor, Genelle Cazares, James Landreth, James Landreth – SHRA, Kara Reyes - AMI Housing (Kara Reyes), Lourdes Salinas, Mercedes Lott, Muriel, Noni Plasichuk, Patrick Cornell COHEWO, Paul Shock Mid-Town HART (Paul Shock), Quinta Davenport, Rosario Arteaga, Terese McWilliams, Tracey Knickerbocker; Hope Cooperative, and William Pavão.</p>

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome & Introductions Resources: <ul style="list-style-type: none"> • Glossary of Terms • 2024 CASC Work Plan • CoC Meetings Webpage 	LaShawnda Barker, CASC Co-Chair	2:30 PM (5 minutes)	Informational
Joseph Smith called the meeting to order around 2:33 PM. New participants introduced themselves.			
II. Announcements: (Upcoming Events & Recent Actions)	LaShawnda Barker, CASC Chairs, CASC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
Announcements were shared about job opportunities. Please see the chat and recording for details.			
III. Approval of 11/14/24 Meeting Minutes <i>(Reminder: the CASC Dec. 2024 Meeting was canceled)</i> Supporting Material: <ul style="list-style-type: none"> • 11/14/24 Meeting Minutes 	Joseph Smith, CASC Co-Chair	2:40 PM (5 minutes)	
Motioned for Approval of 11/14/24 Meeting Minutes: 1 st – Cynthia Hunt, 2 nd – Maria Avdalas Motion approved.			
IV. Approval of the 2025 CASC Work Plan	Joseph Smith	2:45 PM (30 minutes)	Discussion & Action

Joseph discussed the work plan and asked for feedback.

Motioned for Approval of the 2025 CASC Work Plan:

1st – Harjit S. Gill, 2nd – Juniper D’usse.

Motion approved.

V. Revisit CASC Recruitment	LaShawnda Barker	3:15 PM (5 minutes)	Discussion
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Joseph reviewed the areas of representation currently found in the CASC roster & asked if the CASC would like to recruit for specific areas of representation to join the CASC. Areas discussed: PLE, LLS, Older Adults, DV Providers, Refugee Providers, LGBTQ+. If the CASC know of specific organizations or individuals that could potentially represent certain sub-populations to encourage them to use the following [application](#). Additionally, any questions related to CASC targeted recruitment can be directed to mcharlton@sacstepsforward.org or josmith@hopecoop.org.

VI. CAS Evaluation Follow Up: <ul style="list-style-type: none"> • Recruitment Update • Next Steps 	Peter Bell, SSF System Building & Integration Director, Planning & Strategy	3:20 PM (10 minutes)	Discussion
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Quinn Jones-Hylton, SSF, provided updates to the CAS Evaluation. Please see the recording for details.

VII. CAS Assessor Training Re-Launch	Jodi Weiner, SSF Learning & Development Specialist	3:30 PM (5 minutes)	Informational
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Quinn Jones-Hylton, SSF, shared updates regarding the re-launch of the CAS Assessor Training series. All new assessors will need to undergo this series. The training will be facilitated by Peter Bell, SSF, along with additional subject matter experts. An overview of ten topics will be addressed. New assessors who have not done this training series will not have access to the “Housing Conversation Tool” or the Shelter Assessment until this requirement is complete. Important information and dates can be found using this

link . Questions were asked. Please see the recording for details.			
VIII. Conclusion: Open for questions, comments, etc.	Open to All	3:35 PM (10 minutes)	Informational
<p>Discussions about:</p> <ul style="list-style-type: none"> • Peter & Quinn shared a presentation that covered some details about the 2024 CoC Annual Meeting. Various reflections & key takeaways were provided. <ul style="list-style-type: none"> ○ Joe asked if some of the key takeaways related to CAS were going to be incorporated into the 2025 workplan. ○ Michelle Reedus, SSF, mentioned that the “CAS Communications” 2025 workplan item should help cover the community’s request for more transparent and accessible modes of communication. ○ Joe mentioned that the concept of a “one pager” related to CAS was mentioned several times at the annual meeting along with the need for a general data dashboard. These accessible resources would be beneficial for the community. • Lindsay Curtis asked if there would be a “Year 2: CAS Annual Progress Report” that could be developed and shared with the community. 			
<p>IX. Meeting Adjourned around 3:23 pm.</p> <p>The next CoC CASC Meeting is Thursday, Feb. 13, 2025, at 2:30 PM.</p> <p>2025 CoC CASC meetings: Jan 9 Feb 13 Mar 13 Apr 10 May 8 Jun 12 Jul 10 Aug 14 Sept 11 Oct 9 Nov 13</p>			

Meeting Chat

14:28:09 From Michelle Charlton, SSF to Everyone:

Welcome! Here is today’s meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2025/01/1.2025-CASC-Agenda-Final.pdf>

14:30:00 From Michelle Charlton, SSF to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2025/01/1.2025-CASC-Agenda-Final.pdf>

14:31:08 From Michelle Charlton, SSF to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2025/01/1.2025-CASC-Agenda-Final.pdf>

14:31:22 From Kristy Smith to Everyone:

Hi

14:32:20 From Maria Avdalas, SHRA to Everyone:

Happy New Year!

14:32:40 From Michelle Charlton, SSF to Everyone:

Happy Day 9 of 2025! 😊

14:32:47 From muriel to Everyone:

muriel strand - i've been here before but it's been a while

14:32:54 From Kara Reyes - AMI Housing to Everyone:

Kara Reyes Housing Coordinator for AMI Housing

14:33:01 From Nur Kausar (she/her), EAH Housing to Everyone:

Hi Muriel!

14:33:16 From Michelle Charlton, SSF to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2025/01/1.2025-CASC-Agenda-Final.pdf>

14:33:36 From Michelle Charlton, SSF to Everyone:

Glossary of Terms: https://sacramentostepsforward.org/wp-content/uploads/2024/07/List-of-Acronyms_Terms-Definitions.pdf

14:35:20 From Gabriel Kendall to Everyone:

We have a couple CAS openings as well.

<https://www.211sacramento.org/211/jobs/>

14:35:30 From Lindsay Curtis-SCOE (she/her) to Everyone:

Reacted to "We have a couple CAS..." with 👍

14:35:49 From Harjit Singh Gill to Everyone:

brb, water!

14:36:00 From Michelle Charlton, SSF to Everyone:

Approval of 11/14/24 Meeting Minutes:

14:36:09 From Lindsay Curtis-SCOE (she/her) to Everyone:

Yes

14:36:11 From Nur Kausar (she/her), EAH Housing to Everyone:

Yes

14:36:12 From Gabriel Kendall to Everyone:

Yes

14:36:17 From Juniper Jordan D'usse (It/She) to Everyone:

abstain

14:36:17 From Kristy Smith to Everyone:

Approve

14:36:18 From Joseph Smith to Everyone:

yes

14:36:20 From Cynthia Hunt to Everyone:

yes

14:36:37 From Erica Plumb (she, her) to Everyone:

yes

14:42:39 From Michelle Charlton, SSF to Everyone:

Approval of the 2025 CASC Work Plan

14:42:44 From Nur Kausar (she/her), EAH Housing to Everyone:

Yes

14:42:47 From Lindsay Curtis-SCOE (she/her) to Everyone:

Yes

14:42:50 From Juniper Jordan D'usse (It/She) to Everyone:

yes

14:42:50 From Gabriel Kendall to Everyone:

Yes

14:42:52 From Kristy Smith to Everyone:

Yes

14:42:53 From Joseph Smith to Everyone:

yes

14:42:57 From Harjit Singh Gill to Everyone:

I motioned, but also vote yes:-)

14:43:56 From Maria Avdalas, SHRA to Everyone:

yes

14:44:08 From Michelle Charlton, SSF to Everyone:

CASC roster: <https://sacramentostepsforward.org/wp-content/uploads/2024/08/Aug-CASC-Roster.pdf>

14:45:14 From Genelle Cazares to Everyone:

Older adults

14:46:04 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:

DV Providers

14:46:15 From Gabriel Kendall to Everyone:

Reacted to "DV Providers" with 🙌

14:46:17 From Kristy Smith to Everyone:

First Steps

Homeless Union

Weave

14:46:21 From Nur Kausar (she/her), EAH Housing to Everyone:

perhaps providers who work with refugees as well

14:46:39 From Kristy Smith to Everyone:

Reacted to DV Providers with "🙌"

14:46:50 From Tlaltzin Muro | T, SSF to Everyone:

Reacted to "DV Providers" with ❤️

14:46:58 From Rosario Arteaga to Everyone:

LGBTQ+

14:46:58 From Kristy Smith to Everyone:

Reacted to perhaps providers wh... with "❤️"

14:47:30 From annkretzmann to Everyone:

Non profit groups

14:47:51 From Kristy Smith to Everyone:

Reacted to Non profit groups with "❤️"

14:48:07 From Michelle Charlton, SSF to Everyone:

Application: <https://www.surveymonkey.com/r/GVRLSS2>

14:48:36 From Michelle Charlton, SSF to Everyone:

mcharlton@sacstepsforward.org

14:49:01 From Joseph Smith to Everyone:

josmith@hopecoop.org

14:49:08 From Tyffanie Wedding-O'Con to Everyone:

Reacted to "Application: https://..." with ❤️

14:51:04 From Joseph Smith to Everyone:

Hi Anna!

14:51:31 From Anna Darzins to Everyone:

Reacted to "Hi Anna!" with 🎉

14:51:47 From Anna Darzins to Everyone:

So great to see you all.

14:53:41 From Joseph Smith to Everyone:

Hope Cooperative Employment Opportunities:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=694e8a3b-d500-4418-ac78-37e581b3fee7&cclid=19000101_000001&lang=en_US&source=EN&selectedMenuKey=CurrentOpenings

14:54:40 From Quinn Jones-Hylton to Everyone:

2025 CAS Assessor Training Series(required for new Assessors) - Sacramento Steps Forward

14:56:48 From Eunice Carrillo, DHA HSP Supervisor to Everyone:

One of my staff will be out during the first training- will we have an option to do another training instead of watching the recording?

14:56:49 From Christina Heredia to Everyone:

So excited for this new year and changes!

14:59:22 From Quinn Jones-Hylton to Everyone:

Reacted to " So excited for this..." with 👍

15:00:27 From Christina Heredia to Everyone:

I agree.

15:01:41 From Michelle Charlton, SSF to Everyone:

This presentation: <https://sacramentostepsforward.org/wp-content/uploads/2025/01/2024-CoC-Annual-Meeting-Takeaways.pdf>

15:02:11 From Michelle Charlton, SSF to Everyone:

CAS: Deeper data insights (e.g., shelter waitlists, access points, client flow)
Process improvements that encourage better flow and linkages through 211, CAS, and programs
Connections to case management and support services outside of HRS
Client autonomy and self-advocacy in navigating system

15:05:49 From Cait Paulson, Sac County BHS HEART to Everyone:

So sorry! I'm muted now :)

15:12:20 From Christina Heredia to Everyone:

Is anyone familiar with resident service? This is available at some properties.

15:18:33 From Amie Brown to Everyone:

I applied to be on the Board and I was sent the information for the trainings which I have already signed up for. When will I know whether or not I will be accepted onto the CoC Board and this Committee?

15:19:32 From Michelle Charlton, SSF to Everyone:

Replying to "I applied to be on t..."

In March 2025.

15:19:52 From Amie Brown to Everyone:

Replying to "I applied to be on t..."

Thank you.

15:19:57 From Michelle Charlton, SSF to Everyone:

Reacted to "Thank you." with 

15:22:55 From Gabriel Kendall to Everyone:

right back at ya!

15:23:23 From Michelle Charlton, SSF to Everyone:

The next CoC CASC Meeting is Thursday, Feb. 13, 2025, at 2:30 PM.

15:23:36 From Amie Brown to Everyone:

Thank you.