

Coordinated Access System Committee (CASC) Meeting Minutes

Thursday, Feb. 13, 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	Yes
Erica Plumb	Mercy Housing	Yes
Gabriel Kendall	2-1-1 Sacramento	No
Harjit S Gill	Homeless Service Provider	Yes
Hezekiah Allen	City of Sacramento	No
Joseph Smith, Co-Chair	Homeless Service Provider	Yes
Juniper Jordan	Youth Action Board	No
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	No
Noel Kammermann	Jamboree Housing	Yes
Nur Kausar	EAH Housing	Yes

SSF Staff	SSF Title
Ayanna McGee	System Building & Integration Director
Elizabeth Rios	CAS Housing Referral Specialist
Geoffrey Fralick	Program Analyst, Youth
Jesse Archer	CoC Program Manager
Jodi Weiner	Learning & Development Specialist
Leah Kingsley	Youth Programs Specialist
Marjorie Delgadillo	Family Collaborative Director
Michelle Charlton	Interim Senior Program Analyst, Governance
Michelle Reedus	Director of CAS Operations
Moneshia Davis	Case Conferencing Coordinator
Niomi Del Rio	Administrative Analyst
Peter Bell	Planning Director
Quinn Jones-Hylton	Programs Analyst, Systems Building & Integration
Shaitra Ken	Program Analyst, Housing
Tiffani Reimers	Case Conferencing Specialist
Tlaltzin Muro	Program Analyst, Survivor Programs
Tyffanie Wedding-O'Con	Project Director of Racial Equity Initiatives

Guests

19162075530, Benjamin Worrall, Christy Demaria, Darrell Rogers, Deisy Madrigal, Elizabeth Rios, Eric-Anthony Gallarza, Hailea James, HouawaXiong, Irene Chu, Karen Caston, Mercedes Lott, Quinta Davenport, Richard Barton, Rosario Artega, Terese McWilliams, Tina Koepke, and Yvette Buckner.

Agenda Item	Presenter(s):	Time	Item Type
<p>I. Welcome & Introductions</p> <p>Resources:</p> <ul style="list-style-type: none"> • List of Acronyms • 2025 CASC Work Plan • CoC Meetings Webpage 	Joseph Smith, CASC Co-Chair	2:30 PM (5 minutes)	Informational
<p>Joseph Smith called the meeting to order around 2:34 PM. New participants introduced themselves.</p>			
<p>II. Announcements: (Upcoming Events & Recent Actions)</p> <p>Updates:</p> <ul style="list-style-type: none"> • CoC Recruitment: CoC Board & CASC • 2024 CoC Committee Overview PPT– CASC Slides 	Joseph Smith, CASC Chairs, CASC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
<p>Announcements were shared about:</p> <ul style="list-style-type: none"> • Several job opportunities were shared. • CoC Recruitment - CoC Board & CASC Update: Please see the timeline for the next steps on the CoC meetings webpage. For the CoC CASC recruitment, SSF Staff reached out to a few areas of representation: Domestic Violence and Older Adults/Seniors. Reminder the areas discussed at the Jan. 2025 CoC CASC meeting included PLE, LLS, Older Adults/Seniors, Domestic Violence, Providers, Refugee 			

Providers, and LGBTQ+. SSF staff will follow up with the CoC CASC Co-Chairs and CoC CASC once there are more updates.

- Please see the chat and recording for details.

<p>III. Approval of 1/9/25 Meeting Minutes</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • 1/9/25 Meeting Minutes 	<p>LaShawnda Barker, CASC Co-Chair</p>	<p>2:40 PM (5 minutes)</p>	<p>Action</p>
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Motioned for Approval of 1/9/25 Meeting Minutes:
 1st – Noel Kammermann, 2nd – Kristy Smith.

Motion approved.

<p>IV. CAS in Focus: Families</p>	<p>Marjorie Delgadillo, SSF Family Collaborative Director,</p> <p>Quinn Jones-Hylton, SSF Programs Analyst - Emergency Services,</p> <p>Tiffani Reimers, SSF Case Conferencing Specialist</p>	<p>2:45 PM (25 minutes)</p>	<p>Discussion</p>
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Marjorie and Quinn shared a [presentation](#) highlighting the Coordinated Access System’s Family services. Family Assessment Data was shared along with a list of CAS-participating family shelters and family housing programs. The challenges many families experience within the shelter and housing system were shared. Tiffani shared 2024 Outcomes from Family Case Conferencing and expanded on the common challenges families experience. Several committee members and guests were interested in better understanding family shelter policies that require two parents within a “household”. The concern is that eligibility requirements like this create barriers for

single parent households. Marjorie shared how the Housing Families First Collaborative seeks to incorporate itself into existing Family-centered work within the CoC. Additional information on the upcoming Request for Proposal (RFP) can be found [in this presentation](#). Questions were asked, please see the chat and recording for details.

<p>V. CAS Housing Update</p> <p>Supporting Materials:</p> <ul style="list-style-type: none"> • CAS Housing Update Presentation 	<p>Shaitra Ken, SSF Program Analyst - Housing</p>	<p>3:10 PM (15 minutes)</p>	<p>Informational</p>
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Shaitra shared a presentation on the February [CAS Housing Updates](#). Updates were provided on the ongoing Shelter Inc. Closure Transition, the various PSH leasing initiatives, both those that were “leased up” in 2024, and the programs that are currently leasing in progress, and RRH programs currently accepting referrals. If community members have any questions related to Housing Referrals, please direct those to referrals@sacstepsforward.org. Please see the presentation for details.

<p>VI. Transitional Age Youth (TAY) Phone App Update</p> <p>Supporting Material:</p> <ul style="list-style-type: none"> • TAY Phone App Presentation 	<p>Leah Kingsley, SSF Youth Programs Specialist</p>	<p>3:25 PM (15 minutes)</p>	<p>Informational</p>
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Leah shared a [presentation](#) discussing the Project Overview, YHDP Funding Overview, TAY Phone App Project Overview, Key Features of the TAY Mobile App, Required App Specifications, Navigating The App, Project Timeline Overview, and the Next Steps. Please see the presentation for details.

<p>VII. Extremely Vulnerable Households (EVH) Update</p>	<p>Peter Bell, SSF System Building & Integration Director, Planning & Strategy, Quinn Jones-Hylton</p>	<p>3:40 PM (10 minutes)</p>	<p>Informational</p>
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Peter and Quinn shared last month there were communication(s) about the EVH that have been accessed, reminder to call 211 to confirm the client is EVH eligible, 211 will also share shelter availability, this is for case workers (not clients), provided

crisis assessment numbers/percentages on the KPIs since the implementation, and that additional updates will be provided in upcoming months. The process for CAS Assessors was shared:

1. Complete crisis assessment with the client.
 2. If the client is EVH, the CAS Assessor will contact the dedicated backline with the client nearby.
 3. 2-1-1 will review the assessment details and, if a shelter bed is available, will help schedule an intake appointment.
 4. If no shelter bed is currently available, 2-1-1 will instruct the CAS Assessor and/or client to call back and/or await a call from 2-1-1.
- The CAS Assessor backline is available Monday through Friday from 7:30 a.m. to 4 p.m

VIII. Conclusion: Questions & Comments	Open to All	3:50 PM (10 minutes)	Discussion
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A request was made for SSF Staff to present about the transition and use of the Housing Conversation Tool.

IX. Meeting Adjourned

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

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

Meeting Chat

14:30:44 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2025/02/2.2025-CASC-Agenda.pdf>

14:33:14 From Erica Jaramillo to Everyone:

Hello! I'm present

14:33:56 From Christy Demaria- Vivant Health she/her to Everyone:

January was a rough year.....

14:34:08 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2025/02/2.2025-CASC-Agenda.pdf>

14:35:11 From Elizabeth Rios to Everyone:

hello new here, the new referral specialist with SSF. Happy to be here 😊

14:35:29 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

We have quorum.

14:35:32 From Marjorie Delgadillo - (s/her) to Everyone:

Replying to "hello new here, the new referral specialist with S...":

Welcome!

14:37:12 From Richard Barton to Everyone:

Thank you. We have openings in our Housing Department for a housing case manager and will soon be posting for a Housing Manager. www.saccenter.org

14:37:22 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

CoC Board Recruitment Next Steps: At the March 12, 2025 CoC Board meeting, the CoC Board will vote on the appointment of new CoC Board members. Please see the timeline below for the next steps:

March 7, 2025: CoC Board applicants will receive a status update on their CoC Board application.

March 12, 2025: At the March 12, 2025 CoC Board meeting, the CoC Board will vote on the appointment of new CoC Board members.

March 17, 2025 – March 28, 2025: the 2025 CoC Orientation will be held via Zoom for current and new CoC Board members to attend. Additional details will be provided.

14:38:17 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

List of Acronyms

14:38:46 From Joseph Smith to Everyone:

josmith@hopecoop.org

14:39:04 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

Approval of the Jan Meeting Minutes:

14:39:13 From Joseph Smith to Everyone:

yes

14:39:13 From Erica Plumb to Everyone:

Yes

14:39:14 From Lindsay Curtis to Everyone:

Yes

14:39:15 From Erica Jaramillo to Everyone:

Abstain

14:39:15 From Noel Kammermann - Jamboree to Everyone:

yes

14:40:18 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

Agenda Item IV. CAS in Focus: Families

14:42:41 From Joseph Smith to Everyone:

EVH is Extremely Vulnerable Households

14:45:05 From Noel Kammermann - Jamboree to Everyone:

Why are 2 parents required for a household?

14:45:54 From Kristy Smith to Everyone:

Replying to "Why are 2 parents required for a household?":

I have the same question

14:46:23 From Harjit Singh Gill to Everyone:

brb

14:46:35 From Marjorie Delgadillo - (s/her) to Everyone:

Replying to "Why are 2 parents required for a household?":

So it could be an aunt or an older sibling?

14:46:35 From Deisy Madrigal, She/Her to Everyone:

what if there are older children? they cant sleep in their own room?

14:47:06 From Marjorie Delgadillo - (s/her) to Everyone:

Replying to "what if there are older children? they cant sleep ...":

that's what i'm wondering as well

14:47:31 From Kristy Smith to Everyone:
Is that the Step Up program?

14:47:43 From Deisy Madrigal, She/Her to Everyone:
we have a large majority that are single parent households and that seems unfair to them.

14:48:35 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

This presentation: <https://sacramentostepsforward.org/wp-content/uploads/2025/02/CASC-Families.pdf>

14:54:01 From Marjorie Delgadillo - (s/her) to Everyone:

Yes, providers are always ready to step up or to assist one another in case conferencing.

14:54:03 From Harjit Singh Gill to Everyone:

apologies, urgent issue, be back when I can.

14:55:44 From Deisy Madrigal, She/Her to Everyone:

is this for literally homeless folks only? or were other categories included in the snapshot.

14:56:44 From Peter Bell (he/him) Sacramento Steps Forward to Everyone:

That number is for families actively experiencing homelessness (sheltered + unsheltered)

15:03:15 From Benjamin Worrall, First Step Communities to Everyone:

Is landlord engagement similar to landlord incentives on the street to housing model?

15:05:27 From Benjamin Worrall, First Step Communities to Everyone:
Thanks!

15:05:59 From Elizabeth Rios to Everyone:
Sorry, what does RFP stand for?

15:06:45 From Erica Jaramillo to Everyone:
Replying to "Sorry, what does RFP stand for?":
Request for proposal

15:07:33 From Nur Kausar (she/her), EAH Housing to Everyone:
Will there be an effort to place families in deed-restricted affordable housing units if they are available the family qualifies, or is it more just any unit that is available?
What needs are being addressed in terms of location for the family, i.e., school children being able to stay in their school, or neighborhood change to higher opp neighborhood if it's requested
When you say contract begins July 1, is that when families will begin to be served/placed in housing?

15:14:47 From Erica Plumb to Everyone:
Thanks for the info! If there's a voucher but not supportive services could that be a fit?

15:16:46 From Deisy Madrigal, She/Her to Everyone:
when do the funds have to be spent down by? 2025 or 2026?

15:18:09 From Marjorie Delgadillo - (s/her) to Everyone:
Replying to "when do the funds have to be spent down by? 2025 o...":
Nov. 2026

15:19:36 From Korei gipson to Everyone:

Are the families aware before moving in these certain units that they must handle the rent on they're own after a certain amount of time??

15:21:40 From Nur Kausar (she/her), EAH Housing to Everyone:
thank you!

15:22:05 From Marjorie Delgadillo - (s/her) to Everyone:
Replying to "Are the families aware before moving in these cert...":
Yes, that would be known as this is a pilot project

15:22:08 From Nur Kausar (she/her), EAH Housing to Everyone:
if there is anything the housers on this call can do to help (EAH, Jamboree, Mercy - sorry, Noah and Erica lol), please let us know

15:22:27 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:
CAS Housing Update Presentation

15:23:32 From Marjorie Delgadillo - (s/her) to Everyone:
Replying to "if there is anything the housers on this call can ...":
Thank you for the offer and partnership. We will certainly be reaching out to you.

15:23:39 From Ayanna McGee to Everyone:
Replying to "Are the families aware before moving in these cert...":
Yes, that would be transparent and we would expect the contracted provider to take a "progressive engagement" approach to determining subsidies, meaning that the subsidy amount is reassessed/adjusted periodically as appropriate for the household. And resources are brought to support income increasing (benefits enrollment, employment) along with other supportive services depending on need.

15:27:14 From Nur Kausar (she/her), EAH Housing to Everyone:
Replying to "if there is anything the housers on this call can ...":

Great! Hope Cooperative as well! I know we all have very few if any openings but doesn't hurt to let you know when applications are open for units that meet the need.

15:34:58 From Tiffani Reimers to Everyone:
If only!

15:35:11 From Nur Kausar (she/her), EAH Housing to Everyone:
maybe one day

15:36:29 From Peter Bell (he/him) Sacramento Steps Forward to Everyone:
We populate case conferencing information on the priority list, which helps a bit on our end.

15:38:28 From Geoffrey Fralick to Everyone:
Excellent presentation, Shaitra!

15:38:54 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

Contact CAS Housing at referrals@sacstepsforward.org

15:38:59 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

CAS Housing Update Presentation

15:39:35 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

This presentation: TAY Phone App Presentation

15:41:06 From Deisy Madrigal, She/Her to Everyone:

Thank you folks, I have another meeting to jump to. Have a great day!

15:42:09 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

Youth Homelessness Demonstration Project (YHDP)

15:42:38 From Geoffrey Fralick to Everyone:

YHDP: Youth Homelessness Demonstration Program - HUD Exchange

15:45:21 From Jodi Weiner to Everyone:

The YAB group is amazing!

15:45:49 From Peter Bell (he/him) Sacramento Steps Forward to Everyone:

YAB = Youth advisory board (youth with lived expertise of homelessness)

15:49:56 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

This presentation: <https://sacramentostepsforward.org/wp-content/uploads/2025/02/YHDP-App-CASC-Presentation.pdf>

15:54:07 From Richard Barton to Everyone:

Very excited to see this project!!! Anything that makes the process more user friendly is so welcome! 🙌

15:54:39 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

VII. Extremely Vulnerable Households (EVH) Update:

15:56:19 From Peter Bell (he/him) Sacramento Steps Forward to Everyone:

Process for CAS Assessors:

Complete crisis assessment with the client.

If the client is EVH, the CAS Assessor will contact the dedicated backline

with the client nearby.

2-1-1 will review the assessment details and, if a shelter bed is available, will help schedule an intake appointment.

If no shelter bed is currently available, 2-1-1 will instruct the CAS Assessor and/or client to call back and/or await a call from 2-1-1.

The CAS Assessor backline is available Monday through Friday from 7:30 a.m. to 4 p.m.

15:58:02 From Leah Kingsley SSF to Everyone:

Replying to "Very excited to see this project!!! Anything that ...":

Thank you Richard. I'm so excited too!

15:59:05 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

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

15:59:07 From Michelle Charlton, She/Her, Sacramento Steps Forward to Everyone:

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16:01:48 From Lindsay Curtis to Everyone:

Thanks so much, all!