

## Project Review Committee (PRC) Meeting Minutes

Tuesday, March 25, 2025 | 10:00 am to 11:00 am



SACRAMENTO  
STEPS FORWARD

This meeting is not recorded. The chat is below the minutes.

### Attendance:

Member	Membership Status	Present
Bridget Alexander	Voting	Yes
Caitlyn (Cait) Paulson	Voting	Yes
Carol Roberts	Non-Voting	Yes
David Husid	Non-Voting	No*
Dawn Basciano	Voting, Co-Chair	Yes
Erica Plumb	Non-Voting	Yes
Kristy Smith	Voting	Yes
Majorie Beazer	Voting	No
Sarah Bontrager	Voting, Co-Chair	Yes

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

SSF Staff	SSF Title
Geoffrey Fralick	Program Analyst - Youth
Jesse Archer	CoC Program Manager
Michelle Charlton	Interim Senior Program Analyst

Agenda Item	Presenter(s):	Time	Item Type
<b>I. Welcome, Introductions, &amp; Announcements</b>  <b>Approval of 2/25/25 Meeting Minutes</b>  Supporting Material: <ul style="list-style-type: none"> <li>• <a href="#">2/25/25 PRC Meeting Minutes</a></li> </ul> Resources: <ul style="list-style-type: none"> <li>• <a href="#">2025 PRC Work Plan</a></li> <li>• <a href="#">CoC PRC Private Webpage</a> (password: prccoc)</li> <li>• <a href="#">CoC Meetings Webpage</a></li> <li>• <a href="#">List of Acronyms</a></li> <li>• <a href="#">CoC Governance Charter</a></li> </ul>	Dawn Basciano, PRC Co-Chair	10:00 am (5 minutes)	Action
<p>Dawn called the meeting to order at 10:04 AM.</p> <p><b>Announcements/Introductions:</b> Aziz, SSF Analytics Manager, introduced himself to the PRC.</p> <p><b>Motioned for Approval of 2/25/25 Meeting Minutes:</b> 1st – Kristy Smith, 2nd – Sarah Bontrager</p> <p>Motion Approved.</p>			
<b>II. CoC PRC Recruitment Follow Up:</b> <ul style="list-style-type: none"> <li>• <b>Targeted Areas of Representation:</b> Sac</li> </ul>	Sarah Bontrager, PRC Co-Chair	10:05 AM (5 minutes)	Informational

County, Sac City, YAB, & Other  Supporting Material: <ul style="list-style-type: none"> <li>• <a href="#">Feb. 2025 PRC Roster</a></li> </ul>			
<p>Sarah shared the PRC Chairs are still reviewing the ~150 applicants who've expressed interest in joining the CoC PRC. Dawn recommended we add "Veterans" as an area of representation for ad hoc recruitment for the PRC.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Cait to reach out to Sac County, Department of Homeless Services &amp; Housing to gauge interest in joining the CoC PRC</li> <li>• Bridget/Geoffrey to reach out to YAB to gauge interest in joining the CoC PRC (Keep in mind: how much service time do they have on YAB to ensure they do not term out on the YAB, consider an eligibility requirement of having served on the YAB for at least a year before being recommended to the PRC, so that YAB are familiar with the CoC and PRC).</li> </ul>			
<b>III. 2026 NOFO Prep: Scoring Factors – Part 2:</b> <ul style="list-style-type: none"> <li>• Housing Retention</li> <li>• Severity of Needs &amp; Special Considerations</li> <li>• BONUS: Organization Commitment to Racial Equity</li> </ul> Supporting Material: <ul style="list-style-type: none"> <li>• <a href="#">Scoring Tools Matrix</a></li> </ul>	Jesse Archer, SSF CoC Program Manager	10:10 AM (50 minutes)	Discussion
<p>Jesse discussed the Scoring Tool Review worksheet:</p> <ul style="list-style-type: none"> <li>• <u>Increase or Maintain Income</u>: no feedback provided.</li> <li>• <u>Housing Retention</u>: SF's youth specific metric was discussed. There are not a lot of changes for us in this category.             <ul style="list-style-type: none"> <li>○ How will TH-RRH programs be scored since HMIS sets these programs up as two separate programs, when in reality they are funded as a single program.                 <ul style="list-style-type: none"> <li>▪ <b>Recommendation:</b> Invite/Discuss with HMIS Team (David, Tina) to discuss this item.</li> </ul> </li> </ul> </li> </ul>			

- Geoffrey or Jesse met on Mon, 3/24/25 with a new TA and will meet with the TA until June 2025 for additional guidance (TA has 5-10 hours per month).
  - **Recommendation:** The PRC is welcome to share questions with Geoffrey or Jesse to pass along to the TA to ensure PRC questions are addressed.
- Severity of Needs & Special Considerations: like the LAHSA, only 3 tools were specifically for this topic.
  - This metric usually gets full points for all applicants due to its vagueness
  - The group considered removing
  - Discussion on “Does your project accept EVH referrals through CAS?...# of CAS assessors?”
    - **Recommendation:** bring this to the SSF CAS Team or CASC for their recommendation (HCT).
- BONUS: Organization Commitment to Racial Equity:
  - A note was shared that given the current uncertainty with the Federal Government; things may change in the upcoming months we may need to adjust.
  - Aziz shared the SSF Data/HMIS Team can provide weighted factors, we currently look at the head of households.
    - **Recommendation:** bring this to the SSF Data/HMIS Team for their recommendation on what we can do here.
    - **Recommendation:** bring this to the CoC REQC for their recommendation on what we can do here. A joint meeting with PRC + REQC could be helpful (Summer 2025, until we have more concrete knowledge of where we are with this).

Next Steps: We will continue this process and discuss specific topics as we have this/last month. This allows us to review each topic given we have time during this “off” NOFO time.

April 2025 PRC Meeting Discussion Topics: Lived Experience Involvement, Monitoring Findings, Accurate Data, and Timely Data.

### **Action Items:**

- SSF Staff will bring these notes/discussions on the following topics below with SSF Departments & CoC Committees:
  - Housing Retention: How will TH-RRH programs be scored since HMIS sets these programs up as two separate programs, when in reality they are funded as a single program.

- **Recommendation:** Invite/Discuss with HMIS Team (David, Tina) to discuss this item.
- **Recommendation:** The PRC is welcome to share questions with Geoffrey or Jesse to pass along to the TA to ensure PRC questions are addressed.
- Severity of Needs & Special Considerations: Discussion on “Does your project accept EVH referrals through CAS?” and “# of CAS assessors?”
  - **Recommendation:** bring this to the SSF CAS Team or CoC CASC for their recommendation (consider the HCT).
- BONUS: Organization Commitment to Racial Equity: SSF Data/HMIS Team can provide weighted factors, we currently look at the head of households.
  - **Recommendation:** bring this to the SSF Data/HMIS Team for their recommendation on what we can do here.
  - **Recommendation:** bring this to the CoC REQC for their recommendation on what we can do here. A joint meeting with PRC + REQC (Summer 2025, until we have more concrete knowledge of where we are with this).
- SSF Staff will prepare for the April 2025 PRC Meeting Discussion Topics: Lived Experience Involvement, Monitoring Findings, Accurate Data, and Timely Data.

<b>IV. Data Dashboard</b>	Aziz Bilotta-Connors, Interim Data and Analytics Manager	11:00 AM (20 minutes)	Discussion
---------------------------	--	--------------------------	------------

Aziz provided an overview of the new Data Dashboard [“State of Homelessness in Sacramento County”](#) . The dashboard allows month-by-month snapshots of our Homeless Response System through data.

<b>V. Open Discussion on Recent Actions / Events</b>	Open to All	11:20 AM (10 minutes)	Discussion
--	-------------	--------------------------	------------

No announcements were made.

## VI. Meeting Adjourned at 11:08 am

**The next CoC PRC Meeting:** Tuesday, April 22, 2025, 10:00 AM to 11:30 AM.

**2025 CoC PRC Meetings:** Jan 28 | Feb 25 | Mar 25 | Apr 22 | May 27 | Jun 24 | Jul 22 | Aug 26 | Sept 23 | Oct 28 | Nov/Dec meeting date is TBD.

## Meeting Chat

10:00:53 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Welcome! Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/03/PRC-Agenda-2025-03.pdf>

10:02:11 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Welcome! Here is today's meeting agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/03/PRC-Agenda-2025-03.pdf>

10:05:16 From Erica Plumb to Everyone:  
Good morning everyone!

10:07:17 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
**Approval of 2/25/25 Meeting Minutes**

10:07:21 From Bridget Alexander (she/her) to Everyone:  
Yes

10:07:24 From Erica Plumb to Everyone:  
Yes

10:07:23 From Cait Paulson to Everyone:  
yes

10:07:24 From Sarah Bontrager to Everyone:  
Yes

10:07:31 From Dawn Basciano to Everyone:  
yes

10:07:43 From Kristy Smith to Everyone:  
Yes

10:07:58 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Resources:

- [2025 PRC Work Plan](#)
- [CoC PRC Private Webpage](#) (password: prccoc)
- [CoC Meetings Webpage](#)
- [List of Acronyms](#)
- [CoC Governance Charter](#)

10:17:07 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

This worksheet from the agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/03/PRC-Scoring-Tool-Review-2025-03.pdf>

10:20:29 From Kristy Smith to Everyone:  
Good question

10:28:01 From Kristy Smith to Everyone:  
It is now called the Housing Conversation Tool

10:31:29 From Kristy Smith to Everyone:  
That makes more sense

10:31:47 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:  
I almost read the metric as 'Does your project accept EVH referrals through CAS?'

10:35:58 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:  
# of CAS assessors?

10:44:43 From Kristy Smith to Everyone:  
Yes!! I like the bullet points on SF as well

10:45:30 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:  
If HUD does limit the ability to score factor's like this, would it be meaningful/impactful to replace "Organizational Commitment to Racial Equity" to something related to client feedback processes/engagement or even a client satisfaction survey (SF scores this as an optional bonus point). Just a thought.

10:48:02 From Cait Paulson to Everyone:  
does severity of need include social determinants and behavioral health?

10:49:10 From Erica Plumb to Everyone:  
Good point

10:53:03 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:  
What about expanding "Participation in CoC Activities" to include agency PIT involvement?

10:54:53 From Geoffrey Fralick, he/him, Program Analyst - Youth to Everyone:  
I also notice we are the only community that scores "Quality of Services" which is interesting to me

10:58:55 From Jesse SSF, CoC Program Manager to Everyone:  
brb

10:59:35 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
Homelessness in Sacramento (Data Dashboard) webpage:  
<https://sacramentostepsforward.org/homelessness-sacramento/>

11:03:17 From Dawn Basciano to Everyone:  
brb

11:07:20 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:  
**The next CoC PRC Meeting: Tuesday, April 22, 2025, 10:00 AM to 11:30 AM.**

2025 CoC PRC Meetings: Jan 28 | Feb 25 | Mar 25 | Apr 22 | May 27 | Jun 24 | Jul 22 | Aug 26 | Sept 23 | Oct 28 | Nov/Dec meeting date is TBD.