

Project Review Committee (PRC) Meeting Minutes

Tuesday, June 24, 2025 | 10:00 am to 11:30 am



SACRAMENTO
STEPS FORWARD

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

Attendance:

Member	Membership Status	Present
Anna Darzins	Voting	Yes
Bridget Alexander	Voting	Yes
Caitlyn (Cait) Paulson	Voting	Yes
Caleb Merrill	Voting	Yes
Carol Roberts	Non-Voting	Yes
David Husid	Non-Voting	Yes
Dawn Basciano	Voting, Co-Chair	No
Elizabeth Aguilar	Voting	Yes
Erica Plumb	Non-Voting	Yes
Joseph Pacheco	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
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Geoffrey Fralick	Program Analyst - Youth
Jesse Archer	CoC Program Manager
Michelle Charlton	CoC Analyst

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome, Introductions, & Announcements Approval of 4/22/25 & 5/27/25 Meeting Minutes Supporting Materials: <ul style="list-style-type: none"> • 4/22/25 Meeting Minutes • 5/27/25 Meeting Minutes Resource: <ul style="list-style-type: none"> • CoC PRC Private Webpage (password: prccoc) 	Sarah Bontrager, PRC Co-Chair	10:00 am (10 minutes)	Action

Sarah called the meeting to order at 10:04 AM. New PRC members introduced themselves to the group.

Motioned for Approval of 4/22/25 Meeting Minutes: 1st David Husid, 2nd Kristy Smith.

Motioned Approved.

Motioned for Approval of 5/27/25 Meeting Minutes: 1st Bridget Alexander, 2nd Sarah Bontrager.

Motioned Approved.

II. CoC PRC Recruitment Update Supporting Material: <ul style="list-style-type: none"> • June 2025 CoC PRC Roster 	Dawn Basciano, PRC Co-Chair	10:10 AM (5 minutes)	Informational
Sarah shared that PRC recruitment is nearing completion. We welcome the 4 new CoC PRC members.			
III. New 2025 CoC PRC Meeting Cadence Supporting Material: <ul style="list-style-type: none"> • 2025 CoC PRC Workplan 	Jesse Archer, SSF CoC Program Manager	10:15 AM (15 minutes)	Discussion & Action
<p>Jesse shared that SSF is seeking to reduce the overall number of Board & committee meetings to allow for more time between meetings. Changing the cadence to every other month in 2026 would give staff time to prepare more thoughtful content for PRC meetings. Discussion about:</p> <ul style="list-style-type: none"> • If the PRC moves to every other month cadence, would important deadlines still get completed on time? Smaller workgroups focused on specific topics can alleviate this concern and streamline the work further. • Allowing for ad hoc meetings will be needed if the switch in cadence moves forward. • With greater time between meetings, will members feel less connected to the work? The PRC could meet every two months and take a month off as an alternative cadence. • Is there an opportunity for more in-person PRC with a less frequent meeting cadence. SSF staff would have more capacity to plan more in-person meetings • With four new members, every other month cadence would potentially increase confusion and decrease continuity. <p>SSF Recommendation:</p> <ul style="list-style-type: none"> • 2025 Meetings: Cancel Nov/Dec 2025 PRC Meeting • 2026 Meetings: <ul style="list-style-type: none"> ○ Option 1: Every Other Month. Ex. Jan / Mar / May... ○ Option 2: Meeting two months in a row <ul style="list-style-type: none"> ▪ Joseph recommended that the CoC PRC meets in Jan, Feb, then pivot to every other month, ad hoc meetings to be added. 			

- We can add Ad Hoc Meetings for urgent agenda items and time sensitive timeline
- The creation of work groups to discuss/focus on specific topics
- Pivot to an In-Person meetings vs Zoom.

Action Item:

- SSF staff plans to revisit the proposed cadence and find something that is more consistent meeting wise, including breaks sprinkled in.

IV. YHDP Scoring Update	Geoffrey Fralick, SSF CoC Program Analyst - Youth Specialist	10:30 AM (10 minutes)	Informational
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Geoffrey shared at a recent HUD TA Provider meeting a discussion about how YHDP Scoring is considered a local process, publicly documented and made available. He shared our community can make decisions, providing different options:

- Option 1: YAB lead the process of the evaluation, focusing on YAB engagement metrics, noting the CQI plan is missing quantitative data, YAB and Providers are meeting discussing how we can add that data into the CQI plan.
- Option 2: keep to the current CoC NOFO process which uses the scoring tool, including a Review and Rank formal process. Reminder HUD does not require the Review and Rank process. The HUD TA shared some communities only have YAB members on the Committees. We have flexibility here and are open to what the CoC PRC recommends.

Overall question asking the CoC PRC: How involved do we want the YAB or CoC PRC to be in this process? Discussions about:

- Bridget shared her experience on current
- Caleb, YAB member, shared/recommended to use the current tool already built
- Carol shared LSS has YHDP funding. The importance of having the Youth lead.
- Sarah asked how likely the YHDP funding will be folded into the CoC NOFO funding. Example the DV funding we receive is rolled into the larger CoC NOFO funding. If it is likely to be folded into the CoC NOFO funding, it would make sense to use the current CoC NOFO scoring tool. Youth funding source is only for
- YHDP dollars are meant to stay in Sacramento
- We don't want to lose funds, the CQI plan will have the process outlined for reallocation of funds
- Sarah asked if YHDP funded providers would have the opportunity to compete for the larger CoC Program NOFO funds to further grow their programs/obtain more funding. If YHDP providers are not using the regular NOFO scoring process for renewals, they may be at a disadvantage.

- Bridget shared this is a confusing process due to HUD lack of outline/support. She discussed the intention of the programs. When do you turn off the production phase? WTV is renewed. LSS is not renewed.
- Reminder an adult cannot apply to these funds
- We have used all our HUD TA services. We need to pivot to review a
- GF meets with the CQI work every 2 weeks. We will bring something more formalized to the PRC

Action Item:

- SSF Staff will work with YAB to develop metrics / a tool and share with the CoC PRC for review and vote to approve to use as the evaluation tool for the CoC NOFO competition.

V. Youth Action Board (YAB) RFP Release

Geoffrey Fralick

10:40 AM
(10 minutes)

Informational

Supporting Materials:

- [Funding Opportunities SSF Webpage](#)
- [YAB RFP](#)

Geoff shared that the YAB RFP was released and due this week on Wed, 6/25/25 Please view all public announcements and documents on SSF's website: [SSF Funding Opportunities](#)

VI. 2026 NOFO Scoring Factors Continued

Jesse Archer,
SSF CoC Program
Manager

10:50 AM
(30 minutes)

Discussion

Jesse shared the draft of the updated renewal scoring tool that has incorporated feedback from the PRC over the past several months.

Housing Retention:

- Note: Slight reduction in % (down from 99) and simplified description
- Scoring: Percentage of clients > 95% = 18 points. 80% < Percentage of clients < 95% = 15-3 points. Percentage of clients < 80% = 0 points
 - Is this subjective? Yes, we can build this out.
 - 15-3 is too large. We should edit this.
- Description: Measures the percentage of clients who are retained in the program or exit to a permanent housing destination (excludes 'Deceased' and 'Long-term care facility or nursing home').
 - The 'Long-term care facility or nursing home': Is this HUD based: what counts as a positive and a negative? Is this a common occurrence or a

one-off? This is usually a positive outcome. We should focus this on elder programs. Action: we should focus on what the HUD standard is.

Utilization Rate:

- Method: (Daily Clients) ÷ (Daily Bed Nights)
 - Who is this accounting for? Children? The children throw the metric. We need to review and consider by unit and not by bed. Bed vs Unit utilization rate. Last year, everyone is using units = daily units/households.
 - We will FU with Trent on this
 - Overall Goal: once we have a finalized draft of the tool, SSF plans to invite everyone to review the tool (ex. Invite Kate from LSS and others)
 - Bridget noted one of the YDHP projects. Roommates also throw the metric badly. Two single youth sharing an apartment throws the metric- and this is common for younger clients.

Action Item:

- This agenda item will be placed on the July CoC PRC agenda to continue this discussion.

VII. Conclusion: Questions & Comments	Open to All	11:20 AM (10 minutes)	Discussion
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Caleb asked how do we / the CoC PRC approach client feedback on the scoring tool and how is that representative within the tool? PLE has been involved in their feedback mostly.

VIII. Meeting Adjourned

The next CoC PRC Meeting: Tuesday, July 22, 2025, 10am to 11:30am

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.

Resources:

- [CoC PRC Private Webpage](#) (password: prccoc)
- For CoC related questions, please email cocboard@sacstepsforward.org

Meeting Chat

10:02:48 From Michelle Charlton, SSF to Everyone:

Welcome! Here is today's agenda: <https://sacramentostepsforward.org/wp-content/uploads/2025/06/06.2025-PRC-Agenda.pdf>

10:04:40 From Michelle Charlton, SSF to Everyone:

Here is the updated CoC PRC Roster:

<https://sacstepsforward.sharepoint.com/sites/SSFCommunityResources/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FSSFCommunityResources%2FShared%20Documents%2FContinuum%20of%20Care%2FCoC%20Board%2F06%2E2025%20CoC%20Board%20Materials%2F06%2E2025%20CoC%20PRC%20Roster%2Epdf&parent=%2Fsites%2FSSFCommunityResources%2FShared%20Documents%2FContinuum%20of%20Care%2FCoC%20Board%2F06%2E2025%20CoC%20Board%20Materials&p=true&ga=1>

10:07:25 From Michelle Charlton, SSF to Everyone:

Welcome New CoC PRC Members:

Anna Darzins

Caleb Merrill

Elizabeth Aguilar

Joseph Pacheco

10:12:54 From Geoffrey Fralick to Everyone:

Very happy you both are here Caleb & Elizabeth! Great to see some YAB members in the space!

10:13:19 From Caleb M to Everyone:

Replying to "Very happy you both are here Caleb & Elizabeth! Gr...":
Happy to be here!

10:16:14 From Michelle Charlton, SSF to Everyone:

Approval of 4/22/25 Meeting Minutes

10:16:19 From Erica Plumb (she, her) to Everyone:

yes

10:16:19 From Bridget Alexander (she/her) to Everyone:

Yes

10:16:23 From Sarah Bontrager to Everyone:
Yes

10:16:24 From Cait Paulson, Sac County HEART to Everyone:
Yes

10:16:26 From Caleb M to Everyone:
abstain

10:16:28 From Joseph Pacheco to Everyone:
abstain

10:16:34 From Elizabeth Aguilar to Everyone:
abstain

10:16:35 From Carol Roberts to Everyone:
Approve

10:16:37 From David Husid Non Voting to Everyone:
Yes

10:17:03 From Michelle Charlton, SSF to Everyone:
Approval of 5/27/25 Meeting Minutes

10:17:06 From Erica Plumb (she, her) to Everyone:
yes

10:17:07 From Sarah Bontrager to Everyone:
Yes

10:17:07 From Bridget Alexander (she/her) to Everyone:
Yes

10:17:08 From Carol Roberts to Everyone:
Approve

10:17:09 From Joseph Pacheco to Everyone:
abstain

10:17:09 From David Husid Non Voting to Everyone:
Abstain

10:17:11 From Caleb M to Everyone:
abstain

10:17:11 From Kristy Smith to Everyone:
Yes

10:17:13 From Elizabeth Aguilar to Everyone:
abstain

10:17:13 From Cait Paulson, Sac County HEART to Everyone:
Yes

10:18:37 From Michelle Charlton, SSF to Everyone:
Here is the current CoC 2025 PRC work plan:
<https://sacramentostepsforward.org/wp-content/uploads/2025/01/2025-PRC-Workplan.pdf>

10:19:44 From Michelle Charlton, SSF to Everyone:
SSF Recommendation: 2026 CoC PRC Meeting Every Other Month

10:20:41 From David Husid Non Voting to Everyone:
I agree

10:20:48 From Michelle Charlton, SSF to Everyone:
SSF Recommendation: Cancel Nov/Dec 2025 PRC Meeting

10:20:57 From David Husid Non Voting to Everyone:
Yes

10:21:23 From Michelle Charlton, SSF to Everyone:
2026 Meetings: Jan / Mar / May ...

10:30:25 From Michelle Charlton, SSF to Everyone:
IV. YHDP Scoring Update

10:39:02 From Cait Paulson, Sac County HEART to Everyone:
Brb

10:41:49 From Cait Paulson, Sac County HEART to Everyone:
Back

10:48:18 From Michelle Charlton, SSF to Everyone:
Here is Geoffrey's email: gfralick@sacstepsforward.org

10:51:09 From Michelle Charlton, SSF to Everyone:
Recommendation: YAB the drivers/creators > PRC feedback/approves >
CoC Board approves

10:51:52 From Geoffrey Fralick to Everyone:
Funding Opportunities SSF Webpage
YAB RFP

10:52:17 From Michelle Charlton, SSF to Everyone:
V. Youth Action Board (YAB) RFP Release

10:52:42 From Michelle Charlton, SSF to Everyone:
Supporting Materials:
Funding Opportunities SSF Webpage
YAB RFP

10:53:16 From Geoffrey Fralick to Everyone:
Funding Opportunities – Sacramento Steps Forward

10:53:53 From Michelle Charlton, SSF to Everyone:
VI. 2026 NOFO Scoring Factors Continued

10:55:06 From Michelle Charlton, SSF to Everyone:
Reviewing Other CoCs Work from:
LAHSA
Atlanta
Montgomery
Clark County

SF

10:57:26 From Bridget Alexander (she/her) to Everyone:
LOVE that you added the methodology.

11:06:47 From Michelle Charlton, SSF to Everyone:
These are for CoC funded Programs.

11:11:33 From AnnaDarzins to Everyone:
I really appreciate everyone's comments on this topic

11:13:10 From Kristy Smith to Everyone:
I agree with Joe, this is something that we may need to look into further.

11:18:19 From Bridget Alexander (she/her) to Everyone:
Roommates also throw the metric badly. Two single youth sharing an apartment throws the metric- and this is common for younger clients.

11:20:30 From Erica Plumb (she, her) to Everyone:
thank you all, apologies I have to leave a bit early today.

11:21:46 From Elizabeth Aguilar to Everyone:
Definitely still processing and intaking all the information. :)

11:23:31 From Michelle Charlton, SSF to Everyone:
The next CoC PRC Meeting: Tuesday, July 22, 2025, 10am to 11:30am