

Coordinated Access System Committee (CASC) Meeting Minutes

Thursday, July 10, 2025 | 2:30 PM to 4:00 PM



Attendance:

Member	Area of Representation / Organization	Present
Cynthia Hunt	Cottage Housing, Inc.	Yes
Erica Jaramillo	Mental Health	Yes
Erica Plumb	Mercy Housing	No*
Gabriel Kendall	2-1-1 Sacramento	Yes
Harjit Gill	Homeless Service Provider	No
Hezekiah Allen	City of Sacramento	Yes
Joseph Smith, Co-Chair	Homeless Service Provider	Yes
Korei Gipson	Partners with Lived Expertise	Yes
Kristy Smith	Partners with Lived Expertise	No
LaShawnda Barker, Co-Chair	Sacramento County	Yes
Lindsay Curtis	Sac. County Office of Education	Yes
Maria Avdalas	Housing Authority Management, SHRA	Yes
Noel Kammermann	Jamboree Housing	Yes
Nur Kausar	EAH Housing	Yes

SSF Staff	SSF Title
Elizabeth Rios	Referral Specialist

Geoffrey Fralick	Program Analyst, Youth
Giselle Escalante	Referral Specialist "Survivor Programs (DV)"
Jesse Archer	CoC Program Manager
Jodi Weiner	Learning & Development Specialist
Leah Kingsley	Youth Program Specialist
Michelle Charlton	Senior Analyst
Michelle Reedus	Director of Coordinated Access Systems
Quinn Jones-Hylton	Programs Analyst, Systems Building & Integration
Theresa Bible	Problem Solving Specialist
Trent Simmons	Chief Program Officer
Tyffanie Wedding-O'Con	Project Director of Racial Equity Initiatives

Guests

Anna's iphone, Darrell Rogers, Gwen Adao, Haimanot Ashenafi, Jill Fox, Joseph Pacheco, Marjorie Beazer, Mercedes Lott, Paul Shock, Quinta Davenport, Terese McWilliams, and Yvette Buckner

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome & Introductions	LaShawnda Barker, CASC Co-Chair	2:30 PM (5 minutes)	Informational
Joseph Smith called the meeting to order around 2:35 PM.			

II. Announcements: (Upcoming Events & Recent Actions)	LaShawnda Barker, CASC Chairs, CASC Members, SSF Staff, & Guests	2:35 PM (5 minutes)	Informational
<p>Announcements were shared about various job opportunities in the community:</p> <ul style="list-style-type: none"> Nur, CoC CASC member, shared that their agency (EAH Housing) is looking for office space for 4-5 management staff. This would be a short-term lease for some office space that would be affordable for a local nonprofit. Please see the chat for additional details. 			
III. Approval of 5/8/25 Meeting Minutes <i>Reminder: the June 2025 CoC CASC Meeting was skipped.</i> Supporting Materials: <ul style="list-style-type: none"> 5/8/25 Meeting Minutes 2025 CoC CASC Work Plan 	Joseph Smith, CASC Co-Chair	2:40 PM (5 minutes)	Action
Motioned for Approval of 5/8/25 Meeting Minutes: 1 st Cynthia Hunt, 2 nd Hezekiah Allen Motion approved.			
IV. City Motel Program's New Exit Notification Policy	Trent Simmons, SSF Chief Program Officer	2:45 PM (30 minutes)	Discussion
Trent shared that the City's motel shelter program would like to assess currently enrolled clients for shelter when program enrollment is expected to end within 30 days. Essentially this would mean the program would provide 30-day notices for the			

motel program managed by the City while allowing those clients to utilize CAS. This change is recommended due to the number of families enrolled in this city-run motel shelter program. Trent shared a pros/cons list:

- Pros

- **Supports Client Preparation and Self-Advocacy:** Helps clients plan for unsheltered homelessness and connect to resources before they lose shelter.
- **Reduces Community Impact of Unsheltered Exits:** Early assessment can help prevent encampment growth and related public health and safety concerns.
- **Promotes Continuity of Care:** Allows outreach and case management staff to engage before clients disengage from services, which can be harder to rebuild later.
- **Avoids Punitive Gaps in Services:** Without pre-exit assessment, clients must first become unsheltered before they can re-enter the system, creating destabilizing delays.
- **Improves Data and System Learning:** Tracking these cases proactively helps identify patterns of noncompliance and can inform adjustments to shelter policies.
- **Anticipates Growing Need:** The city motel shelter is just the first program issuing 30-day notices; as other shelters follow suit, more clients will be affected.

- Cons

- **Perceived Inequity and Unfairness:** If clients who are exited from shelter due to rule violations get assessed ahead of those already unsheltered, it may erode trust in the fairness of the process.
- **Potential Incentive for Noncompliance:** Allowing pre-assessment could unintentionally signal that consequences for rule violations are minimal.
- **Priority Displacement:** Because clients exiting shelter are often extremely vulnerable, they may quickly move ahead of others who have been unsheltered longer.
- **Equity Across Providers and Jurisdictions:** Only city-funded shelters currently issue 30-day notices, creating inequity with other shelters that do not offer this option.
- **Administrative and Workflow Burden:** Pre-assessments would require updating existing assessments or creating a separate process, increasing workload and complexity.
- **Resource Strain on Assessment Capacity:** Additional assessments could slow down services for clients already in unsheltered situations.

SSF Recommendation: No, to not move forward.

CoC CASC Recommendation:

- In Support of SSF Recommendation: 1 member
- Not In Support of SSF Recommendation: 1 member

Discussion/Concerns:

- What should the system-level response to this request from the City's proposal be?
- Should CAS allow sheltered clients at the City's Motel Shelter program for families who have received 30-day notices to begin a shelter assessment?
- Would this change eventually extend to the shelter system as a whole?
- Are mediation services currently being utilized in the program for this shelter? What is being done to resolve issues with clients before the 30 days exit notice.
 - Clients at this specific motel shelter who receive a 30-day notice have had at least three formal write-ups before that action takes place.

- Examples of program policies that explain grounds for exit and the language used in these 30-day notices were requested by the committee.
- The intention is that a person doesn't have to wait 30 days, supporting the clients to move forward and continue their eligibility within the program.
- Concerns about moving families/kids being removed from school due to replacement
- Hez, Sac City, shared that the next audit date is TBD.
- Pros list Feedback: we know where the client is for the first 30 days
- What is the length of time it takes for next steps and connections to City Outreach services take place after the exit conversation?
 - An outreach staff person begins meeting with clients within 2-3 days after an exit notice is received.
- This is a complex landscape meaning it is difficult to exit the program.
- Has SSF done any analysis on average exits from the City's Motel Program?
 - City staff have shared that this would apply to a handful of households on a given month.
- It was stated that the Housing Conversation Tool (HTC) was designed to be given once rapport has been built with a client/household. Conducting an HTC assessment shortly after an exit notice is received would counter this design/intent.
- Create a form that family shelter participants complete
- Additional feedback was provided in the chat. Please see the chat below.

Action Item:

- Revisit this discussion item at a future CoC CASC meeting, including the perspective of households navigating this landscape/specific situation and invite lived expertise to the conversation and convene a deeper conversation. After this additional discussion, we will bring it to the CoC Board.

V. CAS in Focus: Frontline Learning Collaborative - Two Year Anniversary	Theresa Bible, SSF Problem Solving Access Specialist	3:15 PM (20 minutes)	Discussion
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Theresa shared that the Frontline Learning Collaborative (FLC) received its two-year anniversary this month. This space provides an opportunity for direct service staff to connect, network, and learn from each other. The collaborative has found a lot of success with in-person monthly meetings and has brought a sense of community among the provider community. There are over 50 participants in a given month in attendance. Meeting information about the Frontline Learning Collaborative: Every 4th Thursday of the month, 10am to 12pm. [Rose Family Empowerment 7000 Franklin Blvd Suite 1020 Sacramento, CA 95823](#). For questions about the FLC, please contact Theresa at tbible@sacstepsforward.org

VI. TAY Phone App Project Update

Leah Kingsley,
SSF Youth Program
Specialist

3:35 PM
(10 minutes)

Informational

Leah shared a [presentation](#) on the TAY Phone App project. An overview of the project was shared along with updates from the recent RFQ process seeking an app developer for the project. The app's features include a comprehensive resource guide, smart search functions, a favorites list, real-time notifications, an educational TAY toolkit, and real time connections to the TAY chat & referral specialists at 211. For questions, please contact Leah at lkingsley@sacstepsforward.org.

VII. Conclusion: Questions/Comments

Open to All

3:45 PM
(15 minutes)

Discussion

Discussion about:

- LaShawnda, CoC CASC Co-Chair, shared that a “launch” will take place on Monday, 7/14/25 for DHA HSP. Referrals are still being accepted for CalWORKS clients. Email: dha-hsp-verifications@saccounty.gov
- Gabriel, CoC CASC Member/211, shared if data or a report is needed to provide support to programs/community needs/specific populations, please contact Gabriel: gkendall@211sacramento.org

VIII. Meeting Adjourned at 3:53pm

The next CoC CASC Meeting is Thursday, Sept 11, 2025, at 2:30 PM.

2025 CoC CASC meetings: Jan 9 | Feb 13 | Mar 20 | May 8 | Jul 10 |
Sept 11 | Nov 13

Meeting Chat

14:29:40 From Michelle C, SSF to Everyone: Welcome! Here is today's meeting agenda:

https://sacstepsforward.sharepoint.com/:b:/s/SSFCommunityResources/EVHdIC5kjcNPIrz_d29jrpsBtKL2F63ldTL096o_Ytt9uw

14:30:57 From Fireflies.ai Notetaker Joseph to Everyone: Talk to Fireflies: (Web-search enabled) • Say: Hey Fireflies how can you help? • Type: /ff help to get started. View real-time notes and transcription for this meeting here:

https://app.fireflies.ai/live/01JZP800H5QEN4KBNHW86BDNZH?ref=live_chat

14:32:59 From Nur Kausar to Everyone: We love our CoC!

14:33:28 From Jodi Weiner to Everyone: We get to spend a great day with community!!

14:35:01 From Michelle C, SSF to Everyone: Welcome! Here is today's meeting agenda:

https://sacstepsforward.sharepoint.com/:b:/s/SSFCommunityResources/EVHdIC5kjcNPIrz_d29jrpsBtKL2F63ldTL096o_Ytt9uw

14:36:40 From Jesse SSF, CoC Program Manager to Everyone: I have been watching those get built!

14:38:42 From Nur Kausar to Everyone: nur.kausar@eahhousing.org

14:40:01 From Michelle C, SSF to Everyone: **Approval of 5/8/25 Meeting Minutes**

14:40:11 From Noel Kammermann to Everyone: Yes

14:40:13 From Nur Kausar to Everyone: Yes

14:40:13 From Joseph Smith to Everyone: yes

14:40:18 From Maria Avdalas, SHRA to Everyone: yes

14:40:19 From Erica Jaramillo to Everyone: Abstain, I was not present

14:40:22 From Hezekiah Allen - City of Sacramento to Everyone: yes

14:40:25 From Korei Gipson to Everyone: Yes 👍

14:40:26 From Gabriel Kendall to Everyone: Replying to "nur.kausar@eahhousing.org": Yes

14:40:35 From Lindsay Curtis to Everyone: Sorry I'm late :)

14:40:46 From Michelle C, SSF to Everyone: Replying to "Sorry I'm late :)": Welcome Lindsay!

14:43:52 From Yvette Buckner to Everyone: Replying to "nur.kausar@eahhousing.org": Can you email me So I have your email bucknerdyvette@gmail.com

14:47:26 From Joseph Pacheco to Everyone: Replying to "nur.kausar@eahhousing.org": I sent my contact info in an email. Please reach out.

14:49:12 From Michelle Reedus to Everyone: We can request that Nur.

14:49:43 From Erica Jaramillo to Everyone: Agree with Joe. Thanks for sharing that.

14:49:47 From Noel Kammermann to Everyone: Normally there are program rules and regs for the households. Pretty standard for family shelter programs.

14:49:53 From Anna's iPhone to Everyone: Thank you Joe

14:49:56 From Hezekiah Allen - City of Sacramento to Everyone: That's a great point. This is not so much about whether or not families get exited. It's about whether we give a CAS assessment prior to the exit.

14:54:54 From Gwen Adao to Everyone: On the note of schools, it is the same for parents who are also students.

14:56:50 From Lindsay Curtis to Everyone: Replying to "On the note of schools, it is the same for parents...": Yes!

14:56:51 From Hezekiah Allen - City of Sacramento to Everyone: Nice balanced list!

14:57:49 From Lindsay Curtis to Everyone: Also on the note of schools, students experiencing homelessness have the right to remain in the district they were enrolled in, despite where they get rehoused to. (McKinney-Vento federal law).

14:58:39 From Nur Kausar to Everyone: Yes, they have the right, but the distance can be hard on parents to get the kids to the school if it's no longer accessible

14:58:44 From Leah Kingsley SSF to Everyone: Could they do a shelter transfer thru 211 or is that not really applicable in these situations?

15:00:14 From Quinn Jones-Hylton to Everyone: Replying to "Could they do a shelter transfer thru 211 or is th...": The reason for a shelter transfer is more about the client having a choice. I don't think it would be beneficial to use transfers for disciplinary reasons

15:01:00 From Quinn Jones-Hylton to Everyone: Mather Family Shelters

15:01:01 From Leah Kingsley SSF to Everyone: Replying to "Could they do a shelter transfer thru 211 or is th...": Good to know!

15:01:18 From Quinn Jones-Hylton to Everyone: Very true

15:01:35 From Quinta Davenport to Everyone: Replying to "Could they do a shelter transfer thru 211 or is th...": Saint John's Program for Real Change serves women and children.

15:02:11 From Terese McWilliams to Everyone: Replying to "Could they do a shelter transfer thru 211 or is th...": Here are the approved transfer reasons (previously agreed upon by the committee): Safety Concerns due to Domestic Violence 2. Safety Concerns and Conflicts Due to Reasons Other than DV 3. Change in Household Composition or Aging out 4. Health and medical reasons/reasonable accommodation 5. Employment or education accommodation

15:02:26 From Joseph Pacheco to Everyone: Replying to "Could they do a shelter transfer thru 211 or is th...": St. John's is a beautiful and successful program, but their space is limited, and they are not low-barrier.

15:02:42 From Michelle Reedus to Everyone: Alternate Family Shelters: Mather and St Johns. But to Joe's point, family beds are limited. Especially for larger families.

15:02:47 From Leah Kingsley SSF to Everyone: Replying to "Could they do a

shelter transfer thru 211 or is th...": @Terese McWilliams Thank you. Terese! That's helpful

15:03:04 From Lindsay Curtis to Everyone: There are 16 agencies that have shelters serving families and youth. But some are so small and/or for specific populations.

15:03:06 From Nur Kausar to Everyone: I like Joseph's question on whether we could have this assessment done before the 30 day notice...maybe when one of those first notices or conversations are being had the Hez mentioned, but that doesn't solve the issue of where they would go. And I'm guessing there is no permanent family housing option otherwise those would be shared during these checkins, notices?

15:03:44 From Nur Kausar to Everyone: are these families in the motel program because those other shelters either didn't have space or made them leave as well?

15:03:55 From Darrell Rogers to Everyone: 😂😂😂😂

15:04:06 From Quinta Davenport to Everyone: Replying to "Could they do a shelter transfer thru 211 or is th...": @Joseph Pacheco, yes we are not considered low barrier. We do currently have availability.

15:07:19 From Nur Kausar to Everyone: how many families are we talking about each month?

15:07:33 From Hezekiah Allen - City of Sacramento to Everyone: 1 ish

15:07:55 From Leah Kingsley SSF to Everyone: We're on the edge of our seats!

15:15:10 From Noel Kammermann to Everyone: My apologies, but I have to step away.

15:16:24 From Korei Gipson to Everyone: Well spoken

15:17:30 From Erica Jaramillo to Everyone: I think if we want to consider this again down the road we should survey shelter participants and include their voices in the decision process if feasible

15:18:13 From Geoffrey Fralick to Everyone: Could the families that receive 30 day notices be eligible for Family Case Conferencing? I am assuming so?

15:18:40 From Trent Simmons to Everyone: This is precisely why we wanted to

have this conversation with this group. These decisions have real impacts.

15:21:44 From Gabriel Kendall to Everyone: I agree, I feel there needs to be a good deal more discovery to take all vantage points and implications into account.

15:22:32 From Michelle C, SSF to Everyone: CAS in Focus: Frontline Learning Collaborative - Two Year Anniversary

15:25:55 From Michelle C, SSF to Everyone: Frontline Learning Collaborative Every 4th Thursday of the month, 10am to 12pm Rose Family Empowerment 7000 Franklin Blvd Suite 1020 Sacramento, CA 95823 Map link

15:27:19 From Michelle C, SSF to Everyone: For questions about the FLC, please contact Theresa Bible at tbible@sacstepsforward.org.

15:27:43 From Lindsay Curtis to Everyone: @Hezekiah Allen - City of Sacramento Can you clarify for me--is the policy for Step Up shifting to now giving 30-day exit notices to families? And that action is the result of the audit?

15:27:54 From Joseph Pacheco to Everyone: I'm so sorry. I have to leave early. Keep up the fantastic work. - Joe

15:28:24 From Geoffrey Fralick to Everyone: Yay!! Love that idea for a Slack channel!

15:28:23 From Lindsay Curtis to Everyone: Replying to "I'm so sorry. I have to leave early. Keep up the...": Thank you for your perspective, Joseph! It's invaluable.

15:29:23 From Geoffrey Fralick to Everyone: Replying to "Yay!! Love that idea for a Slack channel!": If it happens please ensure there is a TAY-provider specific sub channel. I think it would be quite popular.

15:29:31 From Hezekiah Allen - City of Sacramento to Everyone: Replying to "@Hezekiah Allen - City of Sacramento Can you clari...": Yes, the policy is shifting.

Influenced by the audit; not entirely a result of.

15:30:13 From Giselle Escalante SSF (they/them) to Everyone: Thank you Theresa! Happy to be apart of such a robust & caring community

15:30:21 From Lindsay Curtis to Everyone: Replying to "Yay!! Love that idea for a Slack channel!": And maybe an education sub channel ;)

15:30:40 From Lindsay Curtis to Everyone: Replying to "@Hezekiah Allen - City of Sacramento Can you clari...": Thanks :)

15:30:44 From Leah Kingsley SSF to Everyone: Replying to "Yay!! Love that idea for a Slack channel!": We're hoping to add educational and resource info to the Slack as well

15:33:14 From Michelle Reedus to Everyone: Thank you @Theresa Bible for leading such a beautiful and engaging space!!

15:33:42 From Nur Kausar to Everyone: Thanks for sharing, will share with our resource coordinator staff once hired who will be helping our Broadway families

15:35:47 From Michelle C, SSF to Everyone: TAY Phone App Project Update

15:42:38 From Geoffrey Fralick to Everyone: Leah has helmed this project since day 1 here at SSF, along with some wonderful partners on the YAB and at 211. I hope you feel a HUGE sense of accomplishment, Leah, for seeing it through the planning and procurement phases. Excited to see its development, testing, and eventual implementation in the coming months! Hoping for IMPACT!

15:45:30 From Jesse SSF, CoC Program Manager to Everyone: YHDP is historically sustainable funds.

15:46:13 From Michelle Reedus to Everyone: Amazing work, Leah! So proud of all of your hard work with this app! Very excited for the next steps!

15:46:38 From Nur Kausar to Everyone: @Leah Kingsley SSF I have a meeting with Aspiranet, which helps TAY clients, to see if we have a development partnership opportunity in Sac in the future, but they may also be a good partner to you on this app and in general. Happy to ask them in my meeting to connect you all. Transitional Aged Youth Programs in California - Foster Care for Teens | Aspiranet

15:47:51 From Gabriel Kendall to Everyone: Thank you, Leah. Great work in leading this development.

15:48:00 From Leah Kingsley SSF to Everyone: Replying to "@Leah Kingsley SSF I have a meeting with Aspiranet...": That would be amazing, Nur! Here's my email- lkingsley@sacstepsforward.org

15:48:06 From Michelle C, SSF to Everyone: **Conclusion: Questions/Comments**

15:48:19 From Leah Kingsley SSF to Everyone: Thanks y'all! So excited to see this

project move forward

15:50:27 From Theresa Bible to Everyone: AWW you are too kind

15:50:48 From Michelle C, SSF to Everyone: **The next CoC CASC Meeting is Thursday, Sept 11, 2025, at 2:30 PM.**

15:50:55 From Gwen Adao to Everyone: Thank you all for all of the great discussion. I come from the college lens and this meeting is super helpful to me. Thank you all!

15:51:06 From LaShawnda Barker County of Sacramento DHA HSP Supervisor to Everyone: Referral for HSP has not changed-There will be some minor adjustments to programming. It is still RRH program

15:51:23 From LaShawnda Barker County of Sacramento DHA HSP Supervisor to Everyone: for CalWORKs clients only

15:52:08 From LaShawnda Barker County of Sacramento DHA HSP Supervisor to Everyone: dha-hsp-verifications@saccounty.gov

15:53:03 From Gwen Adao to Everyone: How do I reach you, Gabriel?

15:53:12 From Lindsay Curtis to Everyone: Such thanks to everyone!