

Project Review Committee (PRC) Meeting Minutes

Wednesday, April 17, 2024 | 11:30 AM – 1:00 PM



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) Fournier	Voting	Yes
Carol Roberts	Non-Voting	Yes
Chris Marzan	Voting	Yes
David Husid	Non-Voting	No*
Dawn Basciano	Voting	Yes
Erica Plumb	Non-Voting	No*
Kristy Smith	Voting	Yes
Majorie Beazer	Voting	Yes
Sarah Bontrager	Voting, Co-Chair	Yes
Sher Singh	Voting	Yes

SSF Staff	SSF Title
Amanda Ohman	Program and Compliance Officer
Brandi Thomas	HR Generalist
Jesse Archer	CoC Analyst
Marisa Lee	Contracts Analyst

Mauro Lara	Monitoring & Evaluation Manager
Michele Watts	Chief Planning Officer
Michelle Charlton	CoC Coordinator
Rachel Bereza	Deputy CEO

Agenda Item	Presenter(s):	Time	Item Type
I. Welcome, Introductions, & Announcements Approval of 3/26/24 Meeting Minutes Supporting Material: <ul style="list-style-type: none"> • 3/26/24 PRC Meeting Minutes 	Sarah Bontrager, PRC Co-Chair	11:30 AM (5 minutes)	Action
<p>Sarah called the meeting to order around 11:35 AM.</p> <p>Motioned for Approval of 3/26/24 Meeting Minutes: 1st - Sher Singh, 2nd - Kristy Smith</p> <p>Motion Approved.</p> <p><i>Note: the meeting minutes were approved at the end of the meeting as we waited for quorum.</i></p>			
II. 2024 CoC NOFO Review Tools & Policies	Michele Watts, SSF Chief Planning Officer & Tom Albanese, Consultant	11:35 AM (85 minutes)	Discussion
<p>Michele welcomed Tom Albanese, SSF consultant, who worked on Sacramento's Gaps Analysis, to help direct our conversation on 2024 NOFO Review Tools and Policies. Michele noted that based on when the 2024 NOFO drops we may need to move meetings up. Michele will provide updates as we receive more information from HUD. Michele and Tom shared a presentation that started with a review of</p>			

previous tools and policies. The goal is to start investing in evidenced based long term housing solutions and reduce the need for emergency response housing. The newly adopted Community Standards will also be a driver of the updates for the 2024 NOFO review tool and policies. Tom shared that our current policy of targeting youth, seniors, and those at risk of covid-19 is old and outdated. Based on the gaps analysis, Tom recommends prioritizing RRH and PSH. In addition to the updated preference also include: require commitment to new community standards, projects serving more vulnerable and underserved communities, and a possible preference for PSH scattered site expansion. For the renewal tools threshold criteria Tom recommends: adopting the new Community Standards and utilizing CAS. For scored criteria: remove old COVID language, update PHS language, utilization of HMIS, and include direct references to local standards. Additional discussions and concerns about:

- Prioritizing Youth/TAY & YHDP funding
- RRH details regarding the timeline, transfers, and new projects requirements
- CAL-AIM housing services
- What is the timeline and the practical engagement for this process?
 - Michele shared the purpose of the PRC to make good quality changes each year and to not 100% redo policies and tools and within the next 6 weeks, ~3 meetings, the CoC Board approval will be in May/June.
- Auto Ranked of Tier 1
- Utilization change recommendation (Change to use HMIS data for the entire period vs last Wednesday of each quarter) was agreed upon. The SSF staff data team will be involved/informed.
- The plan for next week's 4/23/24 meeting: track changes document(s) will be shared based on today's conversation (providing an: option a and option b) with a walk through from Michele of the recommendations (Tom will not attend next week's 4/23/24 PRC meeting).

Action Item:

- Tom and Michele will make edits to the current tools and policies for the PRC to react to at next week's meeting.

VI. Meeting Adjourned at 12:45 pm

The next PRC meeting: Tuesday, April 23, 2024, 10:00 AM to 11:30 AM.

Remaining 2024 PRC Meetings: May 28 | Jun 25 | Sep 24 | Oct 22

Meeting Chat

11:31:45 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/04/April-17-PRC-2024-PRC-Agenda.pdf>

11:36:42 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's meeting agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/04/April-17-PRC-2024-PRC-Agenda.pdf>

11:37:12 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

We have quorum.

11:40:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The next PRC meeting: Tuesday, April 23, 2024, 10:00 AM to 11:30 AM.

11:42:33 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

This presentation:

<https://sacramentostepsforward.org/wp-content/uploads/2024/04/PRC-Committee-Discussion-R%5E0R-Priorities-Updates.pdf>

11:45:12 From Dawn Basciano to Everyone:

My apology for joining late.. heavy lift at my day job.. GO mtgs all this week.

11:45:23 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Reacted to "My apology for joini..." with ❤️

11:45:42 From Jesse SSF, CoC Analyst to Everyone:

Reacted to "My apology for joini..." with ❤️

12:02:37 From Marjorie Beazer to Everyone:

Reacted to My apology for joini... with "👍"

12:05:41 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

his presentation:

<https://sacramentostepsforward.org/wp-content/uploads/2024/04/PRC-Committee-Discussion-R%5E0R-Priorities-Updates.pdf>

12:12:04 From Jesse SSF, CoC Analyst to Everyone:

The other YHDP RRH program is 22 beds

12:12:23 From Kristy Smith to Everyone:

Reacted to "The other YHDP RRH p..." with 👍

12:30:36 From Waking the Village to Everyone:

Got it! Thanks for clarifying.

12:38:27 From Waking the Village to Everyone:

I second Carol. Much better metric and also one that nonprofits can monitor easily and spot any concerns about.

12:38:50 From Kristy Smith to Everyone:

Reacted to "I second Carol. Much..." with 👍

12:43:48 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of 3/26/24 Meeting Minutes:

12:43:53 From Waking the Village to Everyone:

Yes

12:43:53 From Sarah Bontrager to Michelle Charlton (She/Her) CoC Coordinator, SSF(Direct Message):

Yes

12:43:54 From Cait to Everyone:

Yes

12:43:56 From Carol Roberts to Everyone:

Yes

12:44:05 From Dawn Basciano to Everyone:

Yes

12:44:07 From Sher Singh to Everyone:

yes