

Project Review Committee (PRC) Meeting Minutes

Wednesday, April 23, 2024 | 10:00 AM – 11:00 AM



SACRAMENTO
STEPS FORWARD

Meeting Recording. Note: the PRC voted and agreed this meeting recording is to be shared only with Tom Albanese for SSF business purposes and not shared publicly - see page 2 of these minutes.

The chat is below the minutes.

Attendance:

Member	Membership Status	Present
Bridget Alexander	Voting	Yes
Caitlyn (Cait) Fournier	Voting	No
Carol Roberts	Non-Voting	Yes
Chris Marzan	Voting	Yes
David Husid	Non-Voting	No
Dawn Basciano	Voting	Yes
<i>Erica Plumb (On Leave)</i>	<i>Non-Voting</i>	<i>No*</i>
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
Jesse Archer	CoC Analyst
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 4/17/24 Meeting Minutes Supporting Material: <ul style="list-style-type: none"> • 4/17/24 PRC Meeting Minutes 	Sarah Bontrager, PRC Co-Chair	10:00 AM (5 minutes)	Action
<p>Sarah called the meeting to order around 10:05 AM.</p> <p>Motioned for Approval of 4/17/24 Meeting Minutes: 1st - Dawn Basciano, 2nd - Bridget Alexander</p> <p>Motion Approved.</p>			
II. Review & Approve 2024 NOFO Policies & Tools	Michele Watts, SSF Chief Planning Officer	10:05 AM (85 minutes)	Discussion & Action
<p>Michele shared proposed changes to the new and renewal scoring tools for the 2024 CoC Program NOFO. Michele discussed a summary document outlining the key changes being considered. Request to Record this Meeting: Michele requested today’s meeting to be recorded only for the purpose for Tom Albanese review and that the recording will not be shared publicly. The PRC members voted and confirmed (see below).</p> <p>Approval to Record Meeting To Be Shared Only With Tom Albanese for SSF Business Purposes and Not Shared Publicly: Motion passed; all 7 members voted “yes/agree/approved” in the chat.</p> <p>2024 Draft Renewal Project Scoring Tools discussion and concerns included (see the 2024 Renewal Project Scoring Tool_DRAFT_PRC 4-23-24):</p> <ul style="list-style-type: none"> • Threshold factors 			

- Review with Homebase regarding the question about fair housing and family programs
- 2B. Housing Placement
- 3. Income Performance - no changes made
- 4. Utilization Performance, 4B. Bed &/or Unit Utilization, 4C. Quarterly Drawdowns:
 - A previous appeal happened because programs would pick their scoring factor and a change should happen.
 - striking content to be made, see [page 7](#)
 - additional rewording is needed for this section
 - How would shared housing impact this?
 - What about TH-RRH programs? Can we ask Kate from LSS?
 - Why not use enrollment?
 - Revisions to the Quarterly Drawdowns content, SSF role and Tom's comment/recommendation was discussed,
- 5. Severity Of Need And Service Quality:
 - Striking 5.A content and reallocating these points to somewhere else.
 - 5B. Severity of Needs & Special Considerations (would be the new 5A) revisions
 - Removed COVID-19 specific vulnerability
 - It is complicated to score this section because everyone makes a case that their population is of need.
 - 5C. Quality of Services revisions
 - Ask providers if they meet standards and if not what they will do to meet them. Michele will go back with Tom to provide some more guidance.
- 6. Compliance
 - This section needs to be simplified and will come back for further review

Action Item:

- SSF will schedule an additional PRC meeting in early May (week of May 6) and provide an update on the tools based on today's discussion.
 - The revised Tools will be provided to the PRC for review in advance of the meeting (some time during May 1 - May 3).

III. Meeting Adjourned at 11:37am

The next PRC meeting: an additional PRC meeting during the week of May 6th, 2024, time is to be determined.

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

Meeting Chat

10:04:30 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Welcome! Here is today's agenda:

<https://sacramentostepsforward.org/wp-content/uploads/2024/04/4.22.24-PRC-Meeting-Agenda.pdf>

10:05:51 From Chris Marzan to Everyone:

Good morning all.

10:06:20 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

Approval of 4/17/24 Meeting Minutes

10:06:24 From Chris Marzan to Everyone:

Approved

10:06:25 From Waking the Village to Everyone:

Yes

10:06:26 From Sarah Bontrager to Everyone:

Yes

10:06:31 From Kristy Smith to Everyone:

Approve

10:06:32 From Carol Roberts to Everyone:

Yes

10:06:42 From Dawn Basciano (She/Her) to Everyone:

yes

10:10:20 From Chris Marzan to Everyone:

Yes, please record

10:12:32 From Kristy Smith to Everyone:

I agree with that

10:12:51 From Sarah Bontrager to Everyone:

Approval to record meeting to be shared only with Tom Albanese for SSF business purposes and not shared publicly

10:13:07 From Waking the Village to Everyone:

Yes

10:13:12 From Carol Roberts to Everyone:
Agreed

10:13:12 From Dawn Basciano (She/Her) to Everyone:
yes

10:13:14 From Kristy Smith to Everyone:
Yes

10:13:14 From Sarah Bontrager to Everyone:
Yes

10:13:17 From Chris Marzan to Everyone:
I approve the recording

10:13:18 From Sher Singh to Everyone:
yes

10:16:39 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Tom's presentation at last week's meeting:
<https://sacramentostepsforward.org/wp-content/uploads/2024/04/PRC-Committee-Discussion-R%5E0R-Priorities-Updates.pdf>

10:22:56 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
2024 Renewal Project Scoring Tool_DRAFT_PRC 4-23-24:
https://sacramentostepsforward.org/wp-content/uploads/2024/04/2024-Renewal-Project-Scoring-Tool_DRAFT_PRC-4-23-24.docx

10:33:39 From Chris Marzan to Everyone:
I apologize everyone. I have to log off and address a crisis with a client at work. I will follow up with an email if I have any questions before our next meeting.

10:34:27 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:
Replying to "I apologize everyone..."
Thank you Chris

10:41:58 From Kristy Smith to Everyone:
I agree

11:04:29 From Waking the Village to Everyone:
Also want to add a comment about the income metric. Historically, this metric favors adult programs because most adults are on SSI and stay on it. Youth get jobs and lose jobs and it is very easy to have income go down despite the case managers

working so hard to lift income. Also, this is problematic when youth are attending college so stop a part time job and start college. We need some way to not penalize youth programs for this reality.

11:05:11 From Kristy Smith to Everyone:

Reacted to "Also want to add a c..." with ❤️

11:06:51 From Marjorie Beazer to Everyone:

Reacted to Also want to add a c... with "👍"

11:23:01 From Waking the Village to Everyone:

Could we add to 5C, frequency of individual case management?

11:23:15 From Kristy Smith to Everyone:

Reacted to "Could we add to 5C, ..." with ❤️

11:27:25 From Kristy Smith to Everyone:

Exactly, I agree!

11:34:14 From Waking the Village to Everyone:

That's a great idea. It also gives us time to reflect.

11:36:00 From Michelle Charlton (She/Her) CoC Coordinator, SSF to Everyone:

The FY2024 tools and policies drafts:

2024 Renewal Project Scoring Tool_DRAFT_PRC 4-23-24:

https://sacramentostepsforward.org/wp-content/uploads/2024/04/2024-Renewal-Project-Scoring-Tool_DRAFT_PRC-4-23-24.docx

2024 New Project Scoring Tool_DRAFT_PRC 4-23-24:

https://sacramentostepsforward.org/wp-content/uploads/2024/04/2024-New-Project-Scoring-Tool_DRAFT_PRC-4-23-24.docx

Review and Rank Policies 2024_DRAFT PRC 4-23-24:

https://sacramentostepsforward.org/wp-content/uploads/2024/04/Review-and-Rank-Policies-2024_DRAFT-PRC-4-23-24.docx

11:37:07 From Marjorie Beazer to Everyone:

None here