



**SARAH**

South Alamo Regional Alliance for the Homeless

4100 E. Piedras, Suite 105 – San Antonio – Texas – 78228

## SARAH Membership Council Minutes

Marie Lopez, Membership Council Chair

Goliad Building, Brass Professional Center  
4203 Woodcock Dr. Suite 110

March 29, 2018  
2:30pm-4:00pm

*The following agenda items may not necessarily be considered in the order they appear*

### 1. Call to Order – 2:35 PM

#### Roll Call

- AGIF-NVOP
- BEAT AIDS
- Catholic Worker House
- CHCS
- Corazon Ministries
- Endeavors
- FVPS
- San Antonio Food Bank
- Haven for Hope
- Housing First Community Coalition
- NEISD
- Salvation Army
- San Antonio AIDS Foundation
- SAHA
- SAMMinistries
- St. PJ's
- St. Vincent de Paul
- Strong Foundation
- Texas Rio Grande Legal Aide
- THRIVE
- Veteran's Affairs
- Visitation House Ministries

### 2. Public Comment: None

### 3. Guest Speakers: Councilman John Courage, Lauren Leal, Marjorie White

- Councilman John Courage discussed homeless initiatives in District 9. Mentioned youth encampments near Walker Ranch Park, not a huge homeless issue since 1/3 of community are gated, but still visible homelessness.
- Lauren Leal discussed services that Caritas Legal Services provides for people experiencing domestic violence. Caritas can help with filing protective orders, counseling, food, clothing, childcare, and give clients a PO Box Address.
- Morjorie White discussed upcoming Request for Proposal announcement from the Department of Human Services for Chronically Homeless, Veteran, Youth and Family populations.

### 4. Approval of Prior Meeting Minutes – Marie Lopez

**Motion:** AGIF **Second:** The Salvation Army **Abstain:** None **Passed:** Yes

## SARAH BOARD REPORT AND SARAH COMMITTEES

### 5. SARAH Board Report – Marie Lopez

- Bill Hubbard discussed possible CoC expansion in the future but no immediate plan
- Discussion on upcoming HMIS presentation in April
- Caseworthy and service ticket issues



- Upcoming NOFA / Howard Burchman with Housing Innovations will be the consultant in 2018
- Independent Review Team will be used to score and rank CoC applications

#### 6. Coordinated Entry – Luke Leppla

- **Committee Updates**
  - Coordinated Entry challenges
  - 8000 assessments to match with 1400 units available necessitates a deep look at the assessment data
- **Next Meeting:** Monday, April 9, 2018 1:30 -3:00pm @ American GI Forum 1<sup>st</sup> floor (611 N. Flores)
- **Case Conferencing:** Monday, April 2, 2018 and Monday, April 16<sup>th</sup>2018 @ 1:30pm – 4:00pm for both meetings

#### 7. HMIS Governance – Katie Vela

- Introduction of New HMIS Director, Daniela Krotzer
- **Committee Updates**
  - Updating Data Quality Plan, HMIS/SARAH MOU, and Customer Satisfaction Survey
- **Next Meeting:** Friday, April 13, 2018 @ 9:00 am – 11:00 am (Location: TBD)

#### 8. Point-in-Time Count – Luke Leppla

- **Committee Updates-** None currently, 2018 PIT t-shirt give away

### COC WORKGROUP UPDATES

#### 9. Veteran Workgroup – Chair: Marc Wonder

- **Workgroup Updates:** 450 Vets currently enrolled in HMIS, encampments noted in the community
- **Workgroup Goal Report:** 80 Veterans housed since January 2018
- **SARAH Support Staff:** Kathy Lacy
- **Next meeting:** Wednesday, May 16, 2018 @ 1:00 pm, 202 Connelly St.

#### 10. Chronic Homelessness Workgroup – Interim Chair: Morjorie White/ Co-Chair: Vacant

- **Workgroup Updates:** Morjorie White agreed to be the Interim Chair until further notice
- **Workgroup Goal Report:** Currently working on the stabilization of the group and keep systems in place to maintain by-name list
- **SARAH Support Staff:** Katelyn Underbrink
- **Next Meeting:** Friday May 11, 2018 @ 2:00 pm, 1 Haven for Hope Way, Volunteer Center

#### 11. Youth Workgroup – Chair: Teresa Williams / Co-Chair: Tyler Shoemith

- **Workgroup Updates:** Meeting May 4, 2018 was conducted. Upcoming elections/re-elections to take place for Chair and Co-Chair positions
- **Workgroup Goal Reports:** Continued work with Roy Maas for HUB, working on finding funding sources-City RFP, YHDP application, increasing youth awareness of resources within the community, possibility of drop in center
- **SARAH Support Staff:** Katelyn Underbrink



- **Next Meeting:** June 8, 2018, Place and time TBD

**12. Housing Standards Workgroup – Chair: Devon Maddox / Co-Chair: Ashley Adkins**

- **Workgroup Updates:** New Co-Chair, Ashley Adkins
- **Workgroup Goal Report:** Worked on Standardization of Forms, CoC Documentation Guide- all organizations are invited to attend, draft copy was made and submitted to SARAH. Working on a Risk Mitigation Proposal for landlords.
- **SARAH Support Staff:** Kathy Lacy
- **Next Meeting:** Wednesday, May 16, 2018 @ 11:00 am, Austin Conference Room

**13. Family Violence and Housing Workgroup – Dissolved**

**COC LEAD AGENCY UPDATES**

**14. Continuum of Care – Katie Vela**

- **CoC Monthly Call Date:** Friday, May 11, 2018 @ 10:00 am - 11:00 am GoToMeeting Invitation
  - **CoC Performance Scorecards Update:**
    - Scorecards still under construction- data quality issues
    - HMIS is currently working on cleaning the data
  - **CoC/ESG Written Standards Recommendations**
    - Approved by CoC Board – Posted on website

**15. SARAH Operations Report – Katie Vela**

- New Employee: Penny Burgess, Officer Manager

**16. SSI/SSDI Outreach, Access, and Recovery (SOAR)**

- Program designed for people experiencing homelessness or at-risk of homelessness that simplifies the SSI/SSDI application process.
- First training cohort occurred in March and finishes at the end of April
- Please e-mail [ContactSARAH@Sarahomeless.org](mailto:ContactSARAH@Sarahomeless.org) with questions

**17. Chronic Homelessness Documentation & Housing Training – Katelyn Underbrink**

- E-Mail [KatelynUnderbrink@SARAHomeless.org](mailto:KatelynUnderbrink@SARAHomeless.org) to request training.

**MEMBERSHIP COUNCIL BUSINESS**

**18. Membership Council Vote to dissolve Family Violence Workgroup**

**Motion:** SAMM **Second:** Family Violence Prevention Services **Abstain:** None **Passed:** Yes

**19. Proposed Changes to Improve Workgroups – Robert Galan**

**Motion:** AGIF **Second:** CHCS **Abstain:** None **Passed:** Yes

- Membership Council elects Workgroup Chairs
- Workgroup Chairs must be reelected when they leave their agency
- Role of Workgroup Chair should be defined with a position description and report format
- Membership Council Attendance should be required for a Workgroup Chair



- Goals for each workgroup should be documented and align with USICH benchmarks
- 20. Issues to Report to SARAH Board of Directors:**
- Devon Maddox asked if Prevention would be addressed in CE Committee
- 21. Review Action Items**
- System Performance Measures are due May 31, 2018
- 22. Next Membership Council Meeting Topics:**
- No meeting topics were discussed
- 23. New Member Suggestions:**
- Let Katie Vela or Marie Lopez know.
- 24. Announcements**
- Updates to Include in SARAH Monthly E-Newsletter: E-Mail [JaydeBeebe@Sarahomeless.org](mailto:JaydeBeebe@Sarahomeless.org)
  - Let SARAH staff know if missing a place card for Membership Council: E-mail Penny Burgess at [pennyburgess@sarahomeless.org](mailto:pennyburgess@sarahomeless.org)
  - 2018 Point-In-Time Count shirt give away
- 25. Adjournment: 4:15 PM**

**Continuum of Care Contact List**

**SARAH Organization**

Media Inquiries  
 Funding Opportuny Inquiries  
 Coordinated Entry  
 Case Conferencing  
 HMIS Governance  
 Point-in-Time Count  
 Membership Council  
 CoC Board of Directors  
 General Inquiries

**Contact Name**

Bill Hubbard  
 Katie Vela  
 David Row  
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 Katie Vela  
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 Penny Burgess  
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**Join a Working Group!**

Housing Standards Working Group  
 Housing Form Standardization Subcommittee  
 Landlord Engagement Subcommittee  
 Veteran Working Group  
 Chronic Homelessness Working Group  
  
 Join Youth Working Group

**Contact Name**

Devon Maddox  
 Devon Maddox  
 Ashley Adkins  
 Marc Wonder  
 Katelyn  
 Underbrink  
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**Contact E-Mail**

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