Continuum of Care Board of Directors Meeting Minutes
Thursday, August 26, 2021
3:00 – 5:00PM

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

1. **Call to Order**

President Powell called the meeting to order at 3:07 pm.

2. **Attendance**

   **Present:** Leilah Powell, Lori Stinson, Craig Hopkins, Phil Beckett, Roy Fletcher, Melody Woosley, Robert Blanton, Kameron Rhys, Jack Tsai, Robert Reyna, Nikisha Baker, Scott Ackerson, and Greg Zlotnick.
   **Absent:** Greg Matula, Salena Santibanez, and Leslie Komet.
   **Guests:** Katherine Dillard Gonzalez, Drake Scallon, and Molly Biglari.
   **Staff:** Katie Vela, Chelsey Viger, Dacey Werba, Billy Mahone, Eboni Jett, and Richard Huron.

3. **Public Comment**

   There was no public comment.

   **SARAH NONPROFIT BUSINESS**

4. **Welcome Tyler Shoesmith, Senior Director Northeast ISD**

Leilah welcomed Tyler Shoesmith to the Board.

5. **Board Member Recognition**

The Board took a moment of silence to recognize the events happening in Afghanistan. Leilah Powell recognized Scott Ackerson for including SARAH in a presentation with SAILS. She thanked Dr. Jack Tsai for his amazing facilitation at HMIS Committee as a new co-chair and inviting us to speak with a UT Health class. Similarly, she wanted to thank Officer Roy Fletcher for coordinating a training with SARAH for his “Hats on the Riverwalk” initiative. Leilah thanked Salena for all her work with the Youth Action Board. Leilah went on to thank the Executive Committee for dedicating extra time to review SARAH’s single audit in detail, and to the entire Board for their participation in Discovery Meetings with Mission Matters Group for SARAH’s strategic plan.

6. **Homelessness Updates Roundtable**

There is a training on Monday for agencies wanting to learn more about operating Permanent Supportive Housing and there are 75 people registered. Towne Twin Village, upcoming PSH project in San Antonio, has hired their first professional housing staffer.

7. **Consent Items**

   - Minutes from June 24, 2021, Board of Directors Meeting (p. 5-9)
Motion _Lori Stinson_ Second _Phil Beckett_ Abstain _None_ Passed _Yes_

- July 2021 Financial Reports (p. 10-15)

Motion _Lori Stinson_ Second _Greg Zlotnick_ Abstain _None_ Passed _Yes_


- Coordinated Entry (CE) and Outreach Committee Bylaws (p. 16-19)
  Eboni discussed the CE and Outreach Advisory bylaws. They changed the seat structure to elected seats and are now incorporating the outreach component.

Motion _Roy Fletcher_ Second _Greg Zlotnick_ Abstain _None_ Passed _Yes_

- Section 5.11-Action Without a Meeting (p. 20)

Motion _Roy Fletcher_ Second _Lori Stinson_ Abstain _None_ Passed _Yes_

- Prior edits from June 24, 2021 Board Meeting

Motion _Phil Becket_ Second _Roy Fletcher_ Abstain _None_ Passed _Yes_


Motion _Phil Becket_ Second _Lori Stinson_ Abstain _None_ Passed _Yes_

10. Executive Director Report – Katie Vela

- Update on Strategic Plan
- Housing Surge Update
- Staffing Updates
- Community Engagement and Awareness
- Big Give: September 23rd

CONTINUUM OF CARE BUSINESS


Scott Ackerson gave an update on the Membership Council Meeting on July 29th, 2021. He gave an overview of the new agencies, and what the committees and workgroups have been working on in the past month.

12. Membership Council Application – Magdalena House (p. 45-48)

Motion _Tyler Shoesmith_ Second _Roy Fletcher_ Abstain _None_ Passed _Yes_

13. Membership Council Application – San Antonio Legal Services Association (SALSA) (p. 49-51)

Motion _Tyler Shoesmith_ Second _Phil Beckett_ Abstain _Greg Zlotnick_ Passed _Yes_
14. Membership Council Application – Spirit Wolf Therapeutic Interventions/El Shaddia Ministry (p. 52-54)

Spirit Wolf Therapeutic Interventions is not a full 501c3 organization, and the CoC Board of Directors will review their application when they have their programs up and running and the proper 501c3 status.

15. CoC Program Notice of Funding Opportunity Policy – Chelsey Viger (p. 55-89)

Motion Roy Fletcher Second Melody Woosley Abstain None Passed Yes


The YAB met with Taylor Bazajou, the Community Engagement Director for District 5 to discuss inclusive language in funding applications. A few members toured the future location of the Youth Homelessness Demonstration Program Drop-in Center to give feedback to the providers. The YHDP Steering Committee met on the 31st to give feedback on the bylaws and set intentions on referral outcomes. The YAB is planning a supply drive during Hunger & Homelessness Awareness Week.

17. Homeless Management Information System (HMIS) Advisory Committee Report – Phil Beckett

- HMIS Policies and Procedures (annual approval) (p. 90-140)
  Motion Roy Fletcher Second Greg Zlotnick Abstain None Passed Yes

- HMIS Data Quality Monitoring Plan (annual approval) (p. 141-168)
  Motion Craig Hopkins Second Roy Fletcher Abstain None Passed Yes

- HMIS Policies and Procedures Section 2.3.4 (HMIS Training Coordinator Job Description) (p. 169-172)
  Motion Craig Hopkins Second Tyler Shoesmith Abstain None Passed Yes

- HMIS Policies and Procedures Section 3.5.2 (Training Procedures) (p.169-172)
  Motion Craig Hopkins Second Roy Fletcher Abstain None Passed Yes

- HMIS Quarterly Self-Audit Proposed Changes (p. 173)
  Motion Craig Hopkins Second Roy Fletcher Abstain None Passed Yes
18. Outreach and Coordinated Entry (CE) Advisory Committee Report – Melody Woosley

Melody Woosley first reported on the Prevention Subcommittee and stated the volume of clients needing homeless prevention is increasing. Moreover, HMIS updates are being made to the prevention workflow. Regarding Outreach Case Conferencing, the group will soon have a co-chair in place. The Committee will begin work on filling voting seats with the new structure approved by the Board. Finally, the Notre Dame LEO team is continuing work on the Prioritization Tool.


Greg Zlotnick gave an update on the Methodology for the 2022 Point-in-Time Count. The Committee is working on putting Covid-19 precautions in place for the unsheltered count as we anticipate HUD will require it. The Committee will be recommending the use of Outreach Grid for the survey. The official vote will be in October by the Board of Directors when they approve the entire methodology for the 2022 PIT Count.

20. Upcoming SARAH Meetings and Events

<table>
<thead>
<tr>
<th>Next CoC Board Meeting</th>
<th>Next CoC Membership Council Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 26, 2021 3:00 – 5:00 PM Virtual</td>
<td>September 30, 2021 2:30 – 4:00 PM Virtual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Committee Meetings &amp; Working Groups</th>
<th>Point of Contact</th>
<th>Event Details*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Homelessness Workgroup</td>
<td>Dacey Werba</td>
<td>September 17, 2021 9:30 – 10:30AM</td>
</tr>
<tr>
<td>Housing Strategies Workgroup</td>
<td>Dacey Werba</td>
<td>September 10, 2021 1:00 – 2:00PM</td>
</tr>
<tr>
<td>HMIS Advisory Committee</td>
<td>Madeline Carrola</td>
<td>September 29, 2021 10:30 – 11:15AM</td>
</tr>
<tr>
<td>Outreach &amp; Coordinated Entry Advisory Committee</td>
<td>Eboni Jett</td>
<td>September 8, 2021 10:30 – 11:30AM</td>
</tr>
<tr>
<td>Point-in-Time Count Committee</td>
<td>Chelsey Viger</td>
<td>September 9, 2021 10:00 – 11:00AM</td>
</tr>
</tbody>
</table>
| Youth Action Board | Suyapa Munoz  
suyapamunoz@SARAHomeless.org | September 11, 2021 1:00 – 2:30PM |

*All meetings are currently being held virtually. Please email daceywerba@sarahomeless.org to be added to a meeting distribution list*

21. **Topics for August Board Meeting**

22. **Announcements**

The September 23rd Board retreat will be virtual.

23. **Adjournment**

Leilah Powell adjourned the meeting at 4:48 pm.