



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

## **Continuum of Care Board of Directors Meeting**

*Craig Hopkins, Board President*

Chamber of Commerce NBC  
1100 NW Loop 410  
San Antonio, TX 78213

February 22, 2018  
2:30 – 5:00 PM

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

**1. Call to Order**

**Board President, Craig Hopkins called to order the February 22, 2018 Board Meeting of the South Alamo Regional Alliance for the Homeless at 2:45 PM.**

**2. Present:** Craig Hopkins, Estella Garza, Edward Gonzales, Marie Lopez, Robert Blanton (proxy for William McManus), Tiffany Walker, Eddie Ortega, Leslie Komet Ausburn, Brenda Mascorro, Greg Matula, Leilah Powell, Lori Stinson, Don Tijernia (proxy for Sheriff Salazar), Bill Hubbard, Luke Leppla, Katie Vela, Tiffany Smith, Katelyn Underbrink, Jayde Beebe

**Guests:** Clifford Cantu, Marjorie White,

**Absent:** Rebecca Brune, Martha Leiper (Craig Hopkins was her Proxy), Kathy Lacy, David Row

**3. Public Comment - Clifford Cantu**



Clifford Cantu is a Program Administrator for Permanent Supportive Housing for The Center for Health Care Services. The program has housed 98 people so far and provides supportive services for all their clients for the entire duration that they are enrolled in the program. Some of the supportive services include weekly visits to the client's residence, transportation help such as bus passes, and financial aid. They also do street outreach to help identify other individuals experience homelessness.

### **SARAH NONPROFIT BUSINESS**

**1. Board Seat Nomination, Meghan Garza-Oswald, CEO, Community Housing Resource Partners**

**Board Action:** Motion was made by Lori Stinson, seconded by Leslie Komet Ausburn. Motion carried unanimous decision.

**2. Consent Items**

- Minutes from December 14<sup>th</sup>, 2017 Meeting  Pages 5 – 9
- November, December Financial Report  Pages 10 - 15

**3. Board Member Re-Elections – Bill Hubbard**



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Board Member	Term Limit	Term Start
Estella Garza	2 Yr. Term Limit	3/19/2016
Lori Stinson	2 Yr. Term Limit	3/19/2016
Greg Matula	2 Yr. Term Limit	3/19/2016
Craig Hopkins	2 Yr. Term Limit	3/19/2016
Leslie Komet	2 Yr. Term Limit	3/19/2016

**Board Action for Estella Garza:** Motion made by Brenda Garza; seconded by Greg Matula. Motion carried unanimous decision


**Board Action for Lori Stinson:** Motion was made by Edward Gonzales; seconded by Brenda Garza. Motion carried unanimous decision

**Board Action for Greg Matula:** Motion was made by Don Tijerina; seconded by Lori Stinson. Motion carried unanimous decision

**Board Action for Craig Hopkins:** Motion was made by Edward Gonzales; seconded by Leslie Komet Ausburn. Motion carried unanimous decision.

**Board Action for Leslie Komet Ausburn:** Motion was made by Don Tijerina; seconded by Brenda Garza. Motion carried unanimous decision.

**4. Executive Director Report – Bill Hubbard**

- Board Gift & Thank You from SARAH Team!  
Mr. Bill Hubbard distributed a thank you gift from SARAH to all the Board Members.
- CoC Expansion Update  
Mr. Bill Hubbard’s recommendation is to go slow with CoC expansion. There is no opposition to expanding but there is no rush to expand this year.
- Convert Administrative Position to an Office Manager Position  
Tiffany Smith will be leaving SARAH and her position of CoC Coordinator will be converted to an Office Manager position. Penny Burgess with American G.I. Forum will be joining the SARAH team on March 19<sup>th</sup> as the new Office Manager.
- HMIS Joint Meeting with SARAH Staff and Haven for Hope Staff  Page 16  
A meeting was held between the Executive Staff at Haven for Hope and the Executive Staff at SARAH. The meeting discussed issues organizations are having with HMIS and a timeline was produced on how the issues would be resolved in the upcoming months. The Executive Staff at Haven for Hope will be attending the April Board Meeting and will give a status updates and timeline for HMIS improvement.



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**5. San Antonio Area Foundation Capacity Building Grants: On Hold – Katie Vela**

There will be an executive training for Board Leadership Building in March. Katie Vela will be attending the meeting and will present more information at the next Board meeting in April.

**CONTINUUM OF CARE BUSINESS**

**6. Membership Council Report – Marie Lopez**

- CoC Working Groups  
It was discussed at the last Membership Council meeting to revisit the structure of the current working groups and possibly re-structure them as needed.
- New Board Member: Tiffany Walker  
Tiffany Walker with Family Endeavors is the new At Large Service Provider for the Board of Directors.
- HMIS Survey Results  Pages 17 - 30  
An HMIS Survey was sent out to HMIS users a few weeks ago. The results state that they are still having issues with data quality, slow response issues, Reporting issues, and communication issues. This survey will be used to help HMIS overcome some of the issues they have been experiencing.

**7. Housing Innovations – Howard Burchman – Katie Vela**

**Board Action:** Motion was made by Meghan Garza-Ozward; seconded by Estella Garza. Motion carried unanimous decision.

**8. CoC Performance Scorecards Approval – Katie Vela  Pages 31 – 33**

**Board Action:** Motion was made by Brenda Garza; seconded by Leslie Komet Ausburn. Motion carried unanimous decision.

**9. CoC Policies & Procedures Manual Review and Approval – Katie Vela**

**Board Action:** Motion was made by Lori Stinson; seconded by Meghan Garza-Oswald. Motion carried unanimous decision.

**10. HMIS Governance Committee Update – Katie Vela**

- Data Quality Plan, Policies and Procedures  
The HMIS survey was done to help identify the areas where HMIS will need to improve on. The data quality plan, policies and procedures will help simplify the role of committees and the board and how they work together. A MOU is still being worked on and has not been finalized yet.

**11. Youth Homelessness Demonstration Project Update – Katelyn Underbrink**

The Youth Homelessness Demonstration Project's (YHDP) goal is to support the community in the development and implementation of a coordinated community approach to preventing and ending



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youth homelessness and sharing that experience with and mobilizing communities around the country to the same end. YHDP will support up to 11 communities; 5 rural and 6 urban.

A youth action board (YAB) must be created. The YAB must consist of youth ages 24 and younger who are previously or currently homeless and involve them in the grant application process as well as the approval of a Coordinated Community Plan to Prevent and End Youth Homelessness. The first meeting will be held on February 24<sup>th</sup> and the second meeting will be held in Mid-March.

A Youth Leadership Committee (YLC) must be created. The YLC consist of service providers, funders, and youth advocates. The YLC will plan the grant application process as well as the approval and creation of a Coordinated Community Plan to Prevent and End Youth Homelessness. The first meeting will be held on March 7<sup>th</sup> and the second meeting will be held in the end of March.

## **12. Point-in-Time Count Update – Luke Leppla**

Luke Leppla with SARAH discussed some of the Pros and Cons with this year's Point-In-Time Count.

**Pros:**

- Media Coverage was very well done and a huge success
- Majority of the volunteers were service providers which is good because it provides better data quality
- There was an abundance of volunteers this year

**Cons:**

- First time volunteers were a littler nervous. It might be a good idea to include a new volunteer orientation or possible a one-page handout with instructions on what to expect and some helpful hints.
- There were some volunteers who did not show and did not inform SARAH staff they would not be able to make it.
- The flashlights that were used were not strong enough to emit a good light for those groups that were in the rural areas. This caused low visibility for the evening teams.

## **13. Coordinated Entry Update – Luke Leppla**

At the last Coordinated Entry Meeting it was discussed to have a policy change. There will be an upcoming change to the Coordinated Entry process; specifically, how referrals are delivered to housing providers. Starting in March, all Coordinated Entry housing referrals will only be provided at set times in person. In addition to housing providers, SARAH will be inviting representatives from The Salvation Army, Haven for Hope, Victim Service providers, and outreach workers that can assist with client navigation or additional information about he applicant. Please note that on Monday, March 19<sup>th</sup> the



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SAHomelink “Claim Client” automated referral system will be closed, and all referrals will be managed at case conferencing. There is also a case conferencing meeting on this day. Housing providers will still have the ability to track their claim outcomes through the “Claim Summary” section of the SAHomelink dashboard.

**14. Discuss 2018 Independent Review Team (IRT) – Katie Vela**

If any Board Members are interested in participating in the Independent Review Team, please email Katie Vela at [katievela@sarahomeless.org](mailto:katievela@sarahomeless.org).

**15. Monthly Homelessness Dashboard – Katie Vela  Pages 34 – 35**

The report shows an increase in January 2018 for individuals who are newly homeless from 36 to 62.

**16. SARAH Meetings and Events**

**SARAH Board Meetings**

**SARAH Membership Council Meetings**

April 26 <sup>th</sup> , 2:30 – 5:00 PM  Chamber of Commerce, NBC 1100 NW Loop 410, Suite 109	March 29 <sup>th</sup> , 2:30 – 4:30 PM San Antonio Area Foundation 303 Pearl Pkwy, Suite 114
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**Committee Meetings & Working Groups**

Title	Point of Contact	Event Details
SARAH Youth Homelessness Working Group  *recurs monthly on the 1 <sup>st</sup> Friday	Teresa Williams, REACH <a href="mailto:Williamstj52@outlook.com">Williamstj52@outlook.com</a>  Tyler Shoesmith, NEISD <a href="mailto:tshoes@neisd.net">tshoes@neisd.net</a>	March 2 <sup>nd</sup> , 9:30 – 10:30 AM 4203 Woodcock Drive Downstairs Conference Room
Housing Standards Workgroup  *recurs monthly on the 1 <sup>st</sup> Tuesday	Devon Maddox, SVDP <a href="mailto:Devon.Maddox@svdpsa.org">Devon.Maddox@svdpsa.org</a>	March 6 <sup>th</sup> , 11:00 – 12:00 PM Haven for Hope Board Room 1 Haven for Hope Way



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Coordinated Entry Committee  <i>*recurs monthly on the 2<sup>nd</sup> Monday</i>	Luke Leppla, SARAH <a href="mailto:lukeleppla@sarahomeless.org">lukeleppla@sarahomeless.org</a>	March 12 <sup>th</sup> , 1:30 – 3:00 PM American G.I. Forum 611 N. Flores, St.
Veteran CoC Working Group	Marc Wonder, COSA <a href="mailto:Marc.Wonder@sanantonio.gov">Marc.Wonder@sanantonio.gov</a>	March 7 <sup>th</sup> , 1:00 – 4:30 PM San Antonio Head Start 1227 Brady Blvd.
Family Violence and Housing Work Group  <i>*recurs monthly on the 4<sup>th</sup> Tuesday</i>	Amy Brown, SAMMinistries <a href="mailto:abrown@samm.org">abrown@samm.org</a>	March 27 <sup>th</sup> , 1:00 – 2:30 PM Location: TBD

**17. Topics for April Board Meeting**

- Officer Elections
- CoC Project Performance and Drawdown Report
- Budget Adjustments

**18. Adjournment**

Board President, Craig Hopkins adjourned the **February 22, 2018 Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless at **5:02 PM**