



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 Gonzolez, 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 Shoemith, Senior Director Northeast ISD

Leilah welcomed Tyler Shoemith 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

8. Nonprofit and Governance Bylaws Update – Eboni Jett and Chelsey Viger

- 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

9. Approve 2020 Single Audit Update – Richard Huron (p. 21-44)

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

11. Membership Council Report – Scott Ackerson

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/EI 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

16. Youth Action Board Report (YAB) Report – Kameron Rhys

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 Shoemsmith 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..

19. Point-in-Time Count Committee Report – Greg Zlotnick

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 SARA Meetings and Events

Next CoC Board Meeting	Next CoC Membership Council Meeting
October 26, 2021 3:00 – 5:00 PM Virtual	September 30, 2021 2:30 – 4:00 PM Virtual

Committee Meetings & Working Groups

Title	Point of Contact	Event Details*
Youth Homelessness Workgroup	Dacey Werba daceywerba@sarahomeless.org	September 17, 2021 9:30 – 10:30AM
Housing Strategies Workgroup	Dacey Werba daceywerba@sarahomeless.org	September 10, 2021 1:00 – 2:00PM
HMIS Advisory Committee	Madeline Carrola MadelineCarrola@sarahomeless.org	September 29, 2021 10:30 – 11:15AM
Outreach & Coordinated Entry Advisory Committee	Eboni Jett Ebonijett@SARAHomeless.org	September 8, 2021 10:30 – 11:30AM
Point-in-Time Count Committee	Chelsey Viger ChelseyViger@SARAHomeless.org	September 9, 2021 10:00 – 11:00AM



Alliance to House Everyone

Youth Action Board	Suyapa Munoz suyapamunoz@SARAHomeless.org	September 11, 2021 1:00 – 2:30PM
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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.