



**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, Suite 109  
San Antonio, TX 78213

December 13, 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 December 13, 2018 Board Meeting of the South Alamo Regional Alliance for the Homeless at 2:41 PM.

- 2. Present:** Craig Hopkins, Martha Leiper, Brenda Mascorro, Katie Vela, Robert Blanton (proxy for William McManus), Greg Matula, Meghan Oswald, Marie Lopez, Salena Santibáñez, Morjorie White, Edward Gonzalez, Leilah Powell, Erica Martinez (proxy for Tiffany Walker), Estella Garza, Chelsey Viger  
**Guests:** Katherine Dillard Gonzalez, Gary Chance, Kenny Wilson  
**Absent:** Leslie Komet Ausburn, Sheriff Salazar, Lori Stinson

**3. Public Comment**

None

**4. Board Member Recognition**

Brenda Mascorro recognized four Board members for their service. First, Don Tijerina was recognized for his involvement during Hunger & Homelessness Awareness Week in November by committing 10 sheriffs to volunteer for the Poverty Simulation. Second, Leslie Komet Ausburn was recognized for her involvement as the chair of the Point in Time Count Committee. She ran her first meeting today and has committed to assisting the SARAH staff with the PIT Count. Third, Meghan Oswald was recognized for all her hard work on the HMIS Advisory Committee. She has dedicated much of her time to making this committee as effective as possible. And finally, Edward Gonzalez and Morjorie White were recognized for their partnership with SARAH on Hunger & Homelessness Awareness Week. Together, we were able to organize and facilitate an entire week of calendar events that brought awareness to San Antonio regarding these issues.



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## SARAH NONPROFIT BUSINESS

### 5. Consent Items

Craig Hopkins presented the minutes from the October 25, 2018 Board of Directors Meeting . There were no comments or changes. Motion by Edward Gonzalez, seconded by Robert Blanton, motion passed.

Craig presented the October Financial Report . Martha commented that she has been going through the budget with Brenda. Brenda commented that minor issues have been fixed and that the process moving forward will continue to improve the accuracy of the financial reports. Motion by Martha Leiper, seconded by Meghan Oswald, motion passed.

### 6. Approve 2019 Board Calendar

Craig Hopkins presented the proposed 2019 Board Calendar. Edward suggested that perhaps there should be a few more meetings included during the times when more items are being discussed. It was decided that these two extra meetings will be added in May and November and that they can be cancelled if they are not needed. Brenda asked if there was any interest in changing the time of the meetings. It was decided that the start time of the Board meetings would change from 2:30 to 3:00. Motion by Edward Gonzalez, seconded by Greg Matula, motion passed.

### 7. Approve 2019 Proposed Budget

Martha Leiper presented the 2019 Proposed Budget. She reported that the 2019 budget is larger than it was in 2018. There was some initial concern with how to fund the new staff positions but that is no longer a concern as the budget is balanced. The goal is to make the terminology in the budget consistent. Brenda remarked that necessary line items were added and that all the expenses were discussed with Martha and that she felt comfortable with them. Brenda stated that next year, there will be another column included that will compare the current budget to the past year's budget for the purpose of comparison. Motion by Martha Leiper, second by Meghan Oswald, motion passed.

### 8. 2019 Point in Time Count – January 24<sup>th</sup>

Brenda Mascorro presented an overview of the 2019 PIT Count event. The media release was shared with the Board, which outlines the event schedule. There was also a PIT document describing how the Board can get involved with the event this year, which included volunteering, donating items, and attending PIT Committee, which next convenes January 10<sup>th</sup> at 10:00am in the SARAH Conference Room. SARAH's partnership with Street Medicine San Antonio during the PIT Count includes pairing



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medical students with teams to perform routine preventative medical care as well as distribute feminine hygiene kits.

Craig asked Board members if there was any advice they wanted to give Brenda from past lessons learned. Edward emphasized the importance of the Run of Show and to designate who is going to be speaking on behalf of SARAH. He also spoke about identifying ahead of time which teams will have media riding along with them. Lastly, he recommended offering organizations the opportunity to have their signs at the event to show their involvement. Robert stated he would be in touch with Brenda regarding the contact at SAPD to get the Chief to speak at the event. Robert also mentioned that the VIP parking will need to be organized. And finally, Salena mentioned that it may be helpful to have a Spanish-speaking training for volunteers.

**9. Executive Director Report – Brenda Mascorro**

Brenda Mascorro presented a summary on Hunger & Homelessness Awareness Week, which took place from November 10-18<sup>th</sup>. It was a successful week with a variety of events for the community. Brenda again acknowledged the partnership with the City of San Antonio in organizing this event. There was a lot of great feedback from those who attended the Poverty Simulation and the Youth Movie Night at Prospera Community Housing Services. Some of the events had less participation than expected but those who did attend were impacted greatly and this gives us hope for making it even bigger and better next year.

Brenda noted that the SAMM 12<sup>th</sup> Annual Homeless Persons' Memorial Service is on December 21, 2018 and that she will send this information to the Board next week.

The SARAH office and staff expansion is currently underway. Brenda shared the SARAH Organizational Chart and explained some of the changes and that it will continue to evolve into 2019.

There was a NOFA release for HMIS Capacity building that could help expedite San Antonio's HMIS process. SARAH is working with the HMIS Lead to ensure it is a strong submission. The HMIS Lead will present later in the meeting with further information on this.

**CONTINUUM OF CARE BUSINESS**

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

Marie Lopez reported on the Membership Council meeting held on November 29, 2018. The Membership Council is currently working on the application process for the Family Homelessness Workgroup. Regarding the workgroups, the Chronic Homelessness Workgroup is coming up with policies to determine how to get the best collaboration especially with the by-name list. The Youth Workgroup presented on the pilot program between SAPD and the school system called Handle with Care, which creates a policy that makes sure teachers are given information on kids that were victims

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of crimes or witnessed crimes the previous night so that they can get avoid disciplining them for misbehavior and make sure they see the counselor instead. The Housing Strategies Workgroup is continuing to work with Tripp Properties to strengthen the landlord relationships. There has been a great increase of landlord participation.

The Veteran Workgroup is working on a diversion program called Rapid Resolution, which is aligned with a new federal requirement for CoC grantees in the last quarter of 2019 to provide diversion services. This started a conversation regarding diversion in San Antonio. Craig remarked that it needs to be determined how to put diversion in place in our community before it becomes a HUD requirement. Katie Vela stated that a diversion expert visited San Antonio a few years ago and as she understands it, diversion includes all programs that prevent people from entering shelters and becoming homeless. Currently, any diversion in San Antonio is informal. Brenda reported that according to USICH, there is very limited evidence-based data on what the best diversion programs are. Craig asked that the February agenda include the definition of diversion and to begin to discuss what the strategy and action plan will be come July. He stated we can get the committees involved with this task.

**11. Longitudinal Systems Analysis Update – Katie Vela**

Katie Vela reported that HUD has changed the name of the report that is submitted to HUD every December to the Longitudinal Systems Analysis (LSA). HUD uses this data to present the state of homelessness to Congress. HUD has decided that it would like to produce tools for local CoCs to help analyze data in a more meaningful way. The LSA will show how people in the community move through homeless response systems. The deadline for the LSA is December 14<sup>th</sup> at midnight. The HMIS team is working with their software vendor to ensure the upload is processed. Since it is the first submission, there will not be a penalty for errors and a HUD TA will be assigned to help clean up any issues for next year. Craig asked what all is included in this report in layman’s terms. Katie reported it is demographics, length of homelessness, patterns of substance use, housing outcomes, etc.

Katherine stated that this is the third upload and the last one in October 2018 was successful. She stated the hard deadline is February 2019. Martha asked if there are any controls in place for us to identify errors without needed the HUD TA? Katie stated that yes, there is a way to generate feedback from HMIS regarding what errors are present. These issues can be brought to the HMIS Advisory Committee.



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**12. Review and Approve Change to CoC Policies & Procedures Regarding Committee Chairs – Katie Vela**



Katie reported that at the last Board meeting, it was decided that the bylaws would be changed to have Board members as co-chairs of committees. Through the HMIS work and planning for the advisory committee, it was determined that it would in fact be better if Board members were chairs of committees with SARAH staff as co-chairs. These chair assignments would be one year in duration. Katie noted there will be more extensive revision of the chair and workgroup in the future.

Meghan noted that as the CoC Board, there is a responsibility to communicate directly over both individual entities and have an individual relationship. She said that by removing SARAH staff from the oversight role, it allows them to provide support that volunteer Board members need but also to truly provide governance. Motion by Meghan Oswald., second by Martha Leiper, motion passed.

**13. Review and Approve HMIS Advisory Committee Bylaws – Meghan Oswald**



Meghan presented the HMIS Advisory Committee Bylaws. She reported that they have started tackling the structural framework of the committee and setting up regular infrastructure meetings. The members of the committee should represent the CoC and be in communication with HMIS on a regular basis. Included in the bylaws is the purpose of the committee, which is to be a resource to the HMIS Lead and have a great variety in organizational involvement. Each seat will have to be applied for and then elected by the Board. These elections will be a one year term and cannot hold a seat for more than two consecutive years. Martha asked if the terms will be staggered as this may decrease the effectiveness of the group. Meghan stated that if this is passed today, she is hoping that people may begin their terms altogether to avoid this issue. If there is turnover in an organization, a supervisor will appoint the new member to fill the spot.

Martha asked if there was any concern about filling these positions. Meghan reported that this was a point of concern but that she believes since the committee is changing from operational to strategic, that these people will be interested and we should be able to get the time commitment. Marie had a question about the agency seats. Meghan reported they are tied to funding sources and aligned to federal strategies. Motion by Martha Leiper, second by Estella Garza, motion passed.

**14. HMIS Update - Katherine Dillard**



Katherine Dillard from HMIS presented the HMIS update. She emphasized the challenge of building the infrastructure to support choosing option one, which was to keep the current HMIS organization in



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place. They have started to determine priorities, which will be the focus of the HMIS Advisory Committee. The three tiers of priority were described, which are listed in the appendices.

Tomorrow is the 3<sup>rd</sup> ICF planning session where they will be discussing the segmentation of data for each organization. A structure will be set up to maximize funding for homeless services across the board. ICF has a roles and responsibilities document that will be discussed in depth at the meeting tomorrow.

Martha asked if there is any standardization or checks since the data issue is so significant. Katherine answered that this has been discussed at length and that there are currently 16 universal data elements and that CoC funded agencies have more. Data quality checks are present for CoC funded agencies but not for those who are not federally granted. Katherine stated that because of this, there will be trainings on basic data entry, security, etc. She reported that this will also help prevent duplicate efforts.

Katherine discussed the previously-mentioned NOFA for HMIS capacity building that is due January 31<sup>st</sup>. The grant is up to \$300,000 for up to 24 months and would start September 2019. HUD has a list of priority organizations that are considered high need. First Katherine stated that they would be applying for the creation of a data warehouse. However, after much discussion on the potential downfalls of a data warehouse, she determined that instead she will report the unique challenges of San Antonio and ask for solutions to these problems.

Craig asked what Katherine would like from the Board. Katherine stated she would like to discuss the grant process with Leilah considering her experience and also further discuss the NOFA process with Craig. She also noted it would be helpful to have continued engagement with the ICF process, which will continue through June. ICF is willing to come to San Antonio twice more. Katherine asked, “Does the Board have strategies for the CoC moving forward so that the HMIS Lead can align with these strategies?”

**15. Upcoming SARAH Meetings and Events**

<b>Next SARAH Board Meeting</b>	<b>Next SARAH Membership Council Meeting</b>
February 28, 2019 3:00 – 5:00 PM Chamber of Commerce, NBC 1100 NW Loop 410, Suite 109	January 31, 2019 2:30 – 4:00 PM Salvation Army 515 W. Elmira, 78212



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**Committee Meetings & Working Groups**

Title	Point of Contact	Event Details
<b>Youth Homelessness Workgroup</b>	Tyler Shoemith, NEISD <a href="mailto:tshoes@neisd.net">tshoes@neisd.net</a>	January 4, 2019 9:30 – 10:30AM SARAH Conference Room 4100 E. Piedras Drive, Suite 105
<b>Veteran Workgroup</b>	Marc Wonder, COSA <a href="mailto:Marc.Wonder@sanantonio.gov">Marc.Wonder@sanantonio.gov</a>	December 26, 2018 1:00 – 4:00PM Veteran’s Outreach Transition Ctr. 202 Connelly St.
<b>Chronic Homelessness Workgroup - Morjoriee</b>	Morjoriee White, COSA <a href="mailto:Morjoriee.White@sanantonio.gov">Morjoriee.White@sanantonio.gov</a>	December 14, 2018 2:00 – 3:00PM Haven for Hope Volunteer Center Volunteer Room A/B
<b>HMIS Advisory Committee – Meghan</b>	Emily Miller <a href="mailto:EmillyMiller@SARAHomeless.org">EmillyMiller@SARAHomeless.org</a>	TBD
<b>Point-in-Time Count Committee – Leslie Komet</b>	Emily Miller <a href="mailto:emilymiller@sarahomeless.org">emilymiller@sarahomeless.org</a>	January 10, 2019 10:00 – 11:00AM SARAH Conference Room 4100 E. Piedras, Suite 105
<b>Coordinated Entry Committee – Salena Santibanez</b>	Emily Miller <a href="mailto:emilymiller@sarahomeless.org">emilymiller@sarahomeless.org</a>	TBD

**16. Topics for February Board Meeting**

- Review and Approve Updated HMIS Strategies Document
- Diversion Strategy and Plan
- PIT Count Summary
- Committee Structure Review and Board Chair Assignments
- Update on HMIS NOFA submission
- Update on HMIS-COC process

**17. Adjournment**

Craig Hopkins adjourned the December 13, 2018 Board of Directors Meeting at 4:33PM.