

SARAH Board of Directors Meeting Minutes

Craig Hopkins, Board President

SAPD Headquarters

315 South Santa Rosa (Room 1403)

San Antonio, Texas 78207

June 30, 2016

3:00-5:00 p.m.

1. Call to Order

*Board President Craig Hopkins called to order the **June 30, 2016 Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless **at 3:15 p.m.***

2. Roll Call (sign-in sheet)

Present Board: Craig Hopkins (via conference call), Rebecca Brune, Dave Petersen, Edward Gonzales, Scott Ackerson, Robert Blanton proxy for William McManus, Eddie Ortega, Estella Garza, Greg Matula, David Birdy and Tammi Woodard.

Absent Board: Louis Rubiola, Leslie Komet Ausburn and Raoul Garcia resigned due to employment at Haven for Hope.

SARAH Staff: Bill Hubbard, Katie Vela and Audrey Rendon.

Attendees: Maria Weseloh (Haven for Hope-HMIS), Sam Samani (Haven for Hope-HMIS), Kelly Opot (CSH), Mandy Chapman Semple (CSH), Charlie Perrin (MF CPA), Marco Floro (MF CPA) and Jole Holt (BEAT AIDS).

3. Public Comments

No comments made.

4. Approval of Minutes from May 26, 2016 Prior Meeting

Board Action: Motion made by Rebecca Brune and seconded Edward Gonzales to approve prior minutes.

Motion carried – unanimous decision.

5. SARAH 2016 Financials for April & May

- ❖ *Due to the \$250,000 USAA Grant, SARAH has currently used \$160,000 of the USAA Grant to place 167 veterans (with and without families) into furnished apartments. The remaining funds for veteran move-in kits is expected to be spent by the end of July.*
- ❖ *Veteran Working Group is currently meeting every other week to discuss high-risk veteran housing sustainability and to implement a course of action to ensure these clients will not return to homelessness.*
- ❖ *SARAH anticipates receiving a \$100,000 grant from HUD for Coordinated Entry.*
- ❖ *Bexar County, HUD and SARAH are currently working together to transfer over the \$240,000 CoC Planning Grant from Bexar County to SARAH.*
- ❖ *The Greehey Family Foundation Grant committed \$50,000 to SARAH through December 2016.*

Board Action: Motion made by Dave Petersen and seconded by Greg Matula to approve both financials for April and May. Motion carried – unanimous decision.

6. Approve NOFA New/Bonus Project RFP (Priority Populations) – Katie Vela 1000

HUD released a Notice of Funding Availability (NOFA) for the FY 2016 CoC Program Competition., The NOFA Consultant and SARAH created the “2016 Application for New Permanent Housing Projects” and requested Board approval. The New Project Application includes reallocated projects (if an agency with a Transitional



Housing (TH) program decides to transition into Permanent Supportive Housing or Rapid Re-housing). It also includes new bonus projects and may be given to a CoC if they score well but is not guaranteed regardless of score. If bonus projects are awarded, they will be 5% of the total annual renewal and given to projects of NEW PSH and NEW RRH projects.

Board Action: Motion made by Scott Ackerson and seconded by Edward Gonzales. Motion carried – unanimous decision.

7. Approve NOFA Grievance Policy – Katie Vela

After the NOFA Individual Review Team scores all project applications the scoring results are submitted as recommendations for the Board. The Board will then decide on the final project rankings and notify the applicants NLT 15 days before the application deadline. If their application is rejected, applicants may appeal within three calendar days to the Executive Director. The Executive Director will then notify the SARA Board and will discuss the merit of this appeal with two board members. If the board members determine the appeal does not have merit they will be notified in writing. If the appeal is determined to have merit a taskforce of no more than two board members will hear the appeal and will make a final determination within three days. If the applicant believes the board results are unfair they may submit a separate application to HUD for review. The Board requested a formal selection process for the board members involved in a NOFA appeal process. The Chair is the designated board member and in turn the Chair will appoint an additional member.

A motion was made to approve the NOFA Grievance Process with changes, “the Chair is appointed as the NOFA appeal reviewer, they are responsible to designate a second appeal reviewer”. The second change is adding a HUD guidelines reference.

Board Action: Motion made by Edward Gonzales and seconded by Rebecca Brune. Motion carried— unanimous decision.

8. Approve Reallocation Policy

The first paragraph, “Voluntary Reallocation of HUD Grant Policy”, reflects HUD’s housing priority projects. Agencies may voluntarily choose to reallocate programs, Supportive Services Only (SSO), Safe Haven (SH), or Transitional Housing (TH) and apply as a new project of either Permanent Supportive Housing (PSH) or Rapid Re-housing (RRH).

The second paragraph, “Involuntary Reallocation Policy”, was added stating agencies will not be required to reallocate but they will be involuntarily reallocated if they fail to improve within a probationary period. We will not force involuntarily reallocation. If projects fail to meet CoC priorities and thresholds they will then be placed on a 12 months’ performance improvement plan. Those on this plan will be expected to make the required changes prior to the 2017 CoC Competition. If they fail to comply with CoC Standards following their performance probationary period, they will be forced to involuntarily reallocate. Those reallocated funds will then be open for new projects applicants.

Due to discussion regarding the “Involuntary Reallocation Policy” it was decided it would be best to remove this paragraph until further discussion and clarification of the mentioned discussion items. Questions to address:

- May an agency be placed on a Performance Improvement Plan for reasons other than reallocation?
- Terminology – “the CoC will review”, was unclear and it was requested clarification on who is included within that entity. (SARA Staff, SARA Board, etc.)



- Can each agency probationary period vary in months based on the size of their discrepancy?
A motion to table this agenda item until further discussion was moved by Dave Petersen and seconded by Edward Gonzales. Motion carried—unanimous decision.

9. Approve HMIS Policies and Procedures

The largest revision made to the HMIS Policies and Procedures will be an implementation of various security measures. Each agency will be assigned a security officer required to conduct a Level II Criminal History Background Check. Criminal History Record Information is the information collected about a person by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, information, and other formal criminal charges and their dispositions, as more fully described in Texas Government Code §411.082. This Level II, criminal history includes, but is not limited to, sex offender registry, terrorist watch lists and State and Federal Office of Inspector General (OIG) sanction checks. This security clearance would be mandatory for all users past and present. The standards for granting or denying a user access to HMIS is left up to the discretion of each individual agency.

The Board requested additional information on the mentioned security measures to gain HMIS access.

- What offenses will deny an agency or individual from gaining HMIS access?
- How will a criminal background affect a peer support employee who may be more likely to contain a criminal record?
- What are HUD's security concerns regarding information found in a background check? Where does it state HUD's guidance for concerns, requirements, restrictions and expectations of performing a background check?

A motion to table this agenda item was moved by Scott Ackerson and seconded by Dave Petersen. Motion carried—unanimous decision.

10. Mission Story | *Family Endeavors Presentation*

A presentation was given by Mrs. Tammi Woodard on behalf of Family Endeavors.

Mission: BELIEVE. BELONG. BECOME – Family Endeavors, Inc is a long-standing, national Non-Profit agency that provides an array of programs and services in support of children, families, Veterans and those struggling with mental illness and other significant disabilities. They provide comprehensive, effective, and innovative services that empower people to build better lives for themselves, their families, and their communities. Family Endeavors believes in people, their capacity to grow, to heal, to change, to succeed and effect those around them for the better.

History: They were founded in San Antonio in 1969 and currently have 11 offices (Alabama, Florida, North Carolina, Georgia, South Dakota and Texas). Over 16,000 clients are provided services annually that target but are not limited to homelessness, foster youth, unemployment, and etc. Family Endeavors is the largest Supportive Services for Veteran Families (SSVF). The Steven A. Cohen Military Family Clinic was recently opened and was built with the sole focus of providing free and competent medical care to all veterans and their families. Currently, the Military clinic has completed over 399 sessions in the first 2 months of opening and have a 98.7% satisfaction rate. They service veteran health issues and concerns. They will contract with local service providers if they do not have capacity or the ability to service specific medical issues. It is the expectation of Family Endeavors to expand their services into North Carolina that will include a transitional home for female veterans.



11. CSH Consultant Presentation – Kelly Opot

The Corporation for Supportive Housing (CSH) presented their company and program for the SARAH Board.

In order to build a successful homeless response system and implement organizing principals, a community needs to establish a lead agency (SARAH). CSH focuses on service connection to tie into permanent supportive housing in order to push clients through crisis and into housing permanently. Rapid rehousing is focusing on housing low-risk clients (require minimal assistance) immediately. Coordinated Entry/Access implementation is a process oriented system of removing housing barriers for people experiencing homelessness. A city-wide collaboration is vital to increase opportunity, technical assistance, and rapidly drive towards ending homelessness in the community. This system will not only end homelessness, but provide the community an opportunity to work together to sustain ending homelessness.

12. CoC Status Report – Katie Vela

- Overview of NOFA/IRT Process & Timeline

The NOFA Independent Review Team has been recruited (includes city, county, nonprofit, hospital, and university professionals) and will meet on July 7th, 2016 to review new and renewal projects.

- CoC Feedback Survey Update

The Membership Council approved the postponing of the CoC Feedback Survey till after the NOFA.

- Plans for System Performance Measures and Veteran Dashboard

HMIS is currently working on a System Performance Measures Dashboard for easier review and monitoring. This should be ready for the August board meeting.

- Coordinated Entry Status Report

- The first Coordinated Entry Hub is up and running! There are currently 100 people on the Coordinated Entry waitlist. Agencies will begin taking referrals starting August 1st, 2016.*
- American G.I. Forum – NVOP has two entry points for Coordinated Entry.*
- SAMMinistries will be a mobile hub where they visit various locations citywide.*
- Bexar County Jail Re-entry center may also have a Coordinated Entry Hub.*

Q. What defines a “Coordinated Entry Hub”?

A. This is defined as a venue for agencies to conduct a VI-SPDAT and to add clients to wait list.

Q. May a non-traditional service provider (e.g. hospitals, emergency rooms) with a willing staff and appropriate venue become a Coordinated Entry Hub.

A. This may be an option but will need to be met with standards for non-traditional hubs.

13. Membership Council Chair Report – Scott Ackerson

Agency participation and collaboration has significantly increased and is displayed at the Membership Council Meetings. No additional reports where made.

14. Continued Discussion of SARAH’s Vision, Strategy and Objectives – Craig Hopkins

Due to time restraints, no comments were made. This discussion will take place at a separate session in September.

15. Upcoming Committee Meetings and Events

Title	Point of Contact	Event Details
Veteran Working Group	Marc Wonder, COSA	July 6, 1:00-3:00 pm Head Start 1227 Brady Blvd, 78207



Performance Review Committee	Katie Vela, SARA	July 12 th , 9:00-10:00 am The Salvation Army 521 W. Elmira, 78216
Coordinated Entry Committee	Luke Leppla, SARA	July 18 th , 1:30-3:30 pm American G.I. Forum – NVOP 206 San Pedro, 78207
SARA Membership Council Meeting	Audrey Rendon, SARA	July 19, 3:00-5:00 pm Cohen Military Family Clinic 6363 DeZavala Rd, 78249
Point-in-Time Count Committee	Luke Leppla, SARA	July 20 th , 3:00-4:00 pm Venue: TBD
HMIS Committee	Katie Vela, SARA	July 21 st , 3:00-4:00 pm SAMMinistries TLLC 5922 Blanco Rd, 78228
SARA Membership Council Meeting	Audrey Rendon, SARA	August 16, 3:00-5:00 pm Lift Fund – Community Lift Center 2007 W. Martin St., 78207
2016 National Conference on Ending Homelessness	Attending: Bill Hubbard, Katie Vela and Luke Leppla July 26 – July 28, 2016 – Washington, DC	
2017 Point-in-Time Count	Luke Leppla, SARA	January 26, 2017, All Day Venue: Citywide, PIT HQ: TBD

16. Announcements

- ❖ *A NOFA Special Call Board meeting will take place August 11. (calendar appointment will be distributed following board meeting)*
- ❖ *SARA anticipates an external contract with both the City of San Antonio and CSH to generate a study on systems mapping on San Antonio/Bexar County’s homelessness system with a focus on healthcare, housing, and etc.*

17. Board Action Items

1. *Vision & Strategy Meeting in September*
2. *Send out the NOFA Special Call meeting to the Board for August 11, 2016.*
3. *Add the HMIS Policies and Procedures Discussion to the next board meeting agenda (emphasis on HUD guidelines for security measures)*
4. *Add the NOFA Reallocation Policy to the next board meeting agenda (emphasis on “Involuntary Reallocation Policy”)*

18. Adjournment

*The Vice President, Mrs. Rebecca Brune adjourned the **South Alamo Regional Alliance for the Homeless, June 30, 2016 Board of Directors Meeting at 5:30 p.m.***

