



P.O. Box 7613 – San Antonio – Texas – 78207

MINUTES

Board of Directors Meeting

Travis Pearson, President

Texas Rio Grande Legal Aid, Inc.
1111 N. Main
San Antonio, TX 78212

January 20, 2016
10:00 am - 12:00 pm

*THE FOLLOWING AGENDA ITEMS MAY NOT NECESSARILY
BE CONSIDERED IN THE ORDER THEY APPEAR*

1. Call to Order

The SARAH Board of Director's Meeting was called to order at 10:00 am.

2. Roll Call

All attendees were requested to sign in and state their name and agency.

Officers Present: *Travis Pearson (President), Edward Gonzales (Vice President), Scott Ackerson (Secretary), Tammi Woodard (Treasurer).*

Board Members Present: *Monica Martinez proxy for Nancy Taguacta (Bexar County), Gaylynn Schwenk (Family Violence Prevention Services), M. Estella Garza (San Antonio ISD), Dianne Talbert (Church Under the Bridge), Katherine Herrera (Health Care for Homeless Veterans).*

Members Present: *Laura Mata-Delgado (Family Services), Sam Samani (Haven for Hope/HMIS), Maria Weseloh (Haven for Hope/HMIS), Amanda Flores (Haven for Hope/HMIS), Jacob Castrejana (Haven for Hope/HMIS), Jasmine Meme (Haven for Hope/HMIS), Trenton Clark (SAMMinistries). Bashar Ahmed (Bexar County), Lisa Senteno (APS/Department of Family and Protective Services), Sergio Dickerson (American G.I. Forum), Melody Woosely (City DHS).*

SARAH Staff Present: *Bill Hubbard (Executive Director), Katie Vela (CoC Programs Manager), Audrey Rendon (Administrative Assistant).*

3. Public Comment

No public comments were made.

4. Approval of Prior Meeting Minutes

Review and approval of the December 16, 2015 board minutes and attendance.

Board Action: Motion made by Katie Herrera and seconded by Scott Ackerson. No passes or abstains. Motion to approve Board of Director's, December 16, 2015 Meeting Minutes was passed with no adjustments.

5. SARAH Financial Report for December 2015

- **Marco Flores, CPA**

The new CPA will be preparing the January financials and will present both December and January financials at the next Board of Directors meeting.

- **Paychex**

The new payroll system for SARAH Staff has been implemented as of January 1, 2016.

6. SARAH Executive Director Report – Bill Hubbard

Texas Homeless Network (THN) Visit – *The Texas Homeless Network will be meeting in San Antonio the afternoon of Feb 4th and have invited the SARAH Board to attend a joint session with them on the morning of Feb 5th, 9:00 am @ Holiday Inn Riverwalk 217 N Saint Mary's St, San Antonio, TX 78205. The session will include about 45 minutes of discussion on issues of interest to both Boards followed by short presentations by Centro San Antonio about their Ambassador Homeless Outreach Team and the SAPD downtown Homeless Impact teams.*

Coordinated Entry Programs Manager – *As mentioned previously the SARAH Staff began solicitation for a Coordinated Entry Programs Manager and has identified a highly qualified local candidate. They will present the candidate with an official SARAH offer letter soon.*

7. AHAR Ratification – Bashar Ahmed, Maria Weseloh

Annual Homeless Assessment Report- *The Annual Homeless Assessment Report (AHAR) is a HUD report to the U.S. Congress that provides nationwide estimates of homelessness, including information about the demographic characteristics of homeless persons, service use patterns, and the capacity to house homeless persons.*

AHAR Summary of 2015

PSH was an issue which led the percentage to inflate to 201%. The reason this occurred was due to some clients not exiting clients consistently. These agencies were contacted and the reports reflected a newly adjusted 76%. The PSH – Family intake was 50% and increased to 89%. Per HUD regulations a percentage less than 67% utilization rate must include an explanation. The length of stay and missing data rate is at a high 4%. It was adjusted and is now at 0%. 2015 HIC stayed the same except the PSH – Individual was inflated to 100%. The number of people served in PSH decreased from 1,100 to 344. The significant reduction in PSH services was due to client exits entered inconsistently or delayed. There was a decrease in Emergency Shelter – Individuals from 3,650 to 3,723 reported.

Board Action: Motion made by Dianne Talbert and seconded by Tammi Woodard. No passes or abstains. Motion to approve AHAR Ratification was passed with no adjustments.

The SARAH President requested an official narrative and recordkeeping of all AHAR's and the records remain located in one reference point for annual review and comparisons.

8. Point in Time Count – Dianne Talbert

Currently, the number of volunteers registered for the Point in Time Count are up to 540 not including SAPD participation. The PIT Count will include five separate counts, encampment, 7 pm, downtown, shelter count and numbers out of HMIS.

Due to the Train the Trainer, agencies were given the opportunity to train their agency participants. The large number of volunteers will allow the opportunity to cover all of San Antonio/Bexar County. Experienced team leaders are going to be selected prior to the PIT with the team members on specific teams. Stickers were provided by Bexar County to give to survey participants. Centro SA is taking the lead on the downtown count.

Bexar County is utilizing GIS Mapping software and entering data from the last 3 PIT Counts. They intend to continue inputting data and narrowing down locations of homeless sightings. This will in turn give a pattern display of the homeless population and where they traditionally congregate consistently.

The official homeless count is not expected till mid spring. To avoid miscommunication or misrepresentation any media inquiries will be kept at a minimum and diverted to Greg Matula.

9. HMIS Team Annual Report - Maria Weseloh

See attachment link for the complete report.

10. Board Reorganization Next Steps (see attachments) – Bill Hubbard

SARAH expects to submit the approved Executive Committee bylaws at the February meeting. Prior to submission City of San Antonio legal will review the bylaws.

Starting January 25, 2016, SARAH will begin solicitation for various Board Members. NuStar, USAA, and Chief McManus have currently committed to sit on the SARAH Board. March 16 is the target date for completion of the new Board.

Additionally, the SARAH Membership Council will need to elect officers and two appointees (Chair and At-Large selection) to the Board prior to March 16, 2016.

11. 2016 Meeting Schedule (see calendar attachment)

- **Board Meetings**
- **General Meetings**

12. Committee and Community Updates

Sub-committee scheduled meetings/committee member participation updates

	Committee	Chair	Meeting Date
1	Coordinated Entry	SARAH	February 1 st @ 1:30 pm – AGIF; 206 San Pedro
2	Project Review and Selection	Nancy Taguacta	Details TBD
3	Point in Time Count	Dianne Talbert	Point in Time Count – January 21 st , All day @ TSA; 521 W. Elmira
4	Unaccompanied Youth Taskforce	Elizabeth Lutz	Details TBD
5	Performance Review (APR & Monitoring)	SARAH	February 9 th @ 8:30 – 9:30 am – TSA; 521 W. Elmira
6	HMIS Development and Implementation	SARAH	February 18 @ 3:00 – 4:00 pm, 5922 Blanco Road
7	Ending Veteran Homelessness Task Force	Edward Gonzales	January 20 th @ 1:00 pm 1227 Brady.

Coordinated Entry Committee- Julie McFarland and Kelly Opot with CSH/Zero 2016 reviewed the Coordinated Entry process map and offered advice for different ways to simplify the current system. The new Coordinated Entry Program Manager will begin working on the first Coordinated Entry meeting February 1st, 2016.

Ending Veteran Homelessness Task Force- Since January 1st, 2015. Identified over 1,000 homeless veterans. 741 of those were permanently housed. The 239 remaining veterans still need permanent housing. However, 93 of those are in the process for placement. 85 are in transitional housing. 32 are in emergency shelter. 83 are currently unsheltered and do not have case managers assigned. The focal point will be to minimize the 83 courtyard number by visiting and doing outreach with the remaining individuals.

13. Announcements

14. Adjournment

The SARAH Board of Director’s Meeting was adjourned at 11:23 am.