



1 Haven for Hope Way – San Antonio – Texas – 78207

Board of Directors Board Meeting

Craig Hopkins, Board President

Chamber of Commerce NBC
1100 NW Loop 410, Ste. 109
San Antonio, TX 78213

September 29, 2016
3:00-5:00 p.m.

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 **September 29, 2016** SARAH's Board of Director's Meeting at **3:07 p.m.**

2. **Roll Call (Sign-In Sheet)**

Present: Craig Hopkins, Lori Stinson proxy for Dave Peterson, Scott Ackerson, Eddie Ortega, Robert Blanton proxy for William McManus, Greg Matula, Trenton Clark proxy for Tammi Woodard, Rebecca Brune, Leslie Schultz, Bill Hubbard, Tiffany Smith, Jayde Beebe and Guest(s): Robert Galan (Salvation Army), Maria Weseloh (Haven for Hope)

Absent: Estella Garza, David Birdy, Louis Rubiola, and Edward Gonzales.

3. **Public Comment**

No public comment was made.

4. **The Salvation Army Program Presentation – Robert Galan, Director of Social Services**

Robert Galan, Director of Social Services invited everyone to come down and take a tour of Salvation Army.

5. **HMIS Levels of Access – Maria Weseloh**

Maria Weseloh, HMIS Manger at Haven for Hope presented to the board about HMIS roles and policy. New security measures are being put into place to further protect the client data. Currently, there are 617 HMIS users that have full access which allows them to add clients, enroll clients, record all case management services with a client, complete VI-SPDAT and HUD assessments. There are 116 HMIS users that have limited access which allows them to view demographics, enrollments, incidents, member suspension, and drug screening results and may add case notes. In order to protect client data HMIS has created a new user request form. The new request form requires the new employee to state what exactly their role is and what their job duties are in order to determine how much access if any is needed.



6. Vote on Consumer Board Seat - David Jordan, Leon Valley Councilman

Board Action: Motion made by Robert Blanton (Proxy for William McManus) seconded Greg Matula to approve David Jordan as Consumer Board Seat. Motion carried- unanimous decision.

7. Approval of Minutes from August 25th, 2016 

Board Action: Motion made by Lori Stinson (proxy for Dave Peterson) seconded by Leslie Schultz to approve prior minutes from board meeting, August 25, 2016. Motion carried – unanimous decision.

8. Approval of August Financial Report 

Mr. Hubbard stated that there was a delay in the HUD funding. There is a delay in the contract date until November 1, 2016. This delay will cause a delay in the hiring of two additional staff members until October 24, 2016. There is a proposal for staff salary changes and if approved should come into effect first pay period of November.

Mr. Hubbard announced that the 990 is filled for 2015 and will be posted on the SARA website for review.

Texas Workforce Commission informed SARA we are out of compliance for unemployment compensation insurance. In the state of Texas if you are non-profit organization and have less than four employees you do not have to pay for unemployment compensation. As soon as your organization has four or more employees you are required to have unemployment compensation insurance. SARA will be getting registered with the Texas Workforce Commission in order to be in compliance.

Board Action: Motion was made by Rebecca Brune and seconded Lori Stinson (proxy for Dave Peterson) to approve the August Financial Report. Motion carried – unanimous decision.

The Board entered Executive Session

9. Approve Staff Salary Changes

There was a unanimous approval for staff salary increases for the Executive Director, CoC Programs Manager and Coordinated Entry Program Manager, as recommended by the Executive Director and supported by the Board President and Board Treasurer.

The Board returned to Public Session

10. Executive Director Report – Bill Hubbard

- Staff Changes

Mr. Hubbard introduced Jayde Beebe who is the new Business Analyst and Tiffany Smith who is the new Administrative Assistant.

- Mayor’s Housing Summit: September 30th, 2016

Registration to the Mayor’s Housing Summit is closed. The event will be held on September 30, 2016 and SARA will host the homeless track.

- USAA Funding

Mr. Hubbard asked for approval to use USAA funding to hire an additional Business Analyst in anticipation of receiving a \$124,000 USAA Grant. This position is in addition to the previously approved two Business Analyst positions and one Community



Outreach Specialist. Approval was given from the board to hire additional staff contingent upon USAA funding.

11. **CoC Status Report – Katie Vela**

- **NOFA Update**
NOFA has been posted on the SARA website for everyone's review. Next step on NOFA is to issue an RFP for a consultant for the next year's cycle.
- **HABC Progress Report**
A new Executive Director has been hired, Jim Hargrove. As part of the improvement plan HABC was required to place 25 individuals in housing and they have placed 14. Mr. Ackerson informed the board that tenants that have been placed in apartments haven't had their rent paid for August or September and are at risk of being evicted. Next week there will be a meeting with HUD, SARA and HABC to determine the next steps moving forward. HUD could decide that HABC does not have the capacity to fulfill their grant requirement for next upcoming grant cycle. The current grant can be DE obligated for what they didn't spend. A discussion was brought up to meet with the new Executive Director, Jim Hargrove and discuss the issues HABC is having.
- **HUD Final Rule on Gender Identity**

12. **Discussion on New Development Committee– Craig Hopkins**

In the strategy and visioning meeting, fundraising beyond HUD was discussed. It was decided that volunteers from the board would be solicited to help organize, advise and recruit other organization that may be interested in SARA. Currently the only local government that supports SARA is the City of San Antonio. SARA is receiving corporate support from one private corporation and two family foundations provide short term support. Potential funders include Bexar County, the United Way and the San Antonio Area Foundation.

13. **Membership Council Chair Report – Scott Ackerson**

HUD has created another NOFA for creating a system of care for homeless youth. At the last Membership Council Meeting it was decided to form a youth advisory group and go over the NOFA to decide how to move forward. The meeting was held this morning and the group felt that SARA should be the leader for this NOFA and the question was brought on whether funding was available to bring on a consultant to help with the process. The due date is November 30, 2016 and SARA does not have the capacity to bring together a youth advocacy council or funds to hire a consultant. The Executive Director advised that SARA can sponsor the NOFA but not organize and lead it with current resources. The Board directed the Executive Director to work with SARA members to determine if there were agencies willing to take a lead and help with funding the effort to apply for the Youth Demonstration NOFA. The Executive Director will report to the board at the end of the week of October 3rd on the feasibility of moving forward with an application based on his contact with the membership and other stakeholders.



14. Upcoming Meetings and Events

Committee Meetings

Title	Point of Contact	Event Details
Coordinated Entry Committee <i>*recurs every other Monday</i>	Luke Leppla, SARAH	October 10, 1:30-3:30 American G.I. Forum - NVOP 5922 Blanco Rd, 78228
Performance Committee <i>*recurs monthly on the 3rd Tuesday</i>	Katie Vela, SARAH	October 11, 9:00-10:00 The Salvation Army 521 W. Elmira
Veteran Working Group <i>*recurs every other Wednesday</i>	Marc Wonder, COSA	October 12, 1:00-4:30 Head Start 1227 Brady Blvd, 78207
Membership Council Meeting <i>*recurs monthly on the 3rd Wednesday</i>	Tiffany Smith	October 25, 3:00- 5:00 TBD
Point-In-Time Committee <i>*recurs monthly on the 2nd Tuesday</i>	Luke Leppla, SARAH	October 19, 3:00-5:00 H4H Volunteer Center 1 Haven for Hope Way
HMIS Committee	Maria Weseloh, Haven for Hope September – December 2016	October 20, 3:00-5:00 SAMI TLLC 5922 Blanco Rd
SARAH Board Meeting <i>*recurs monthly on the last Thursday</i>	Bill Hubbard, SARAH	October 27, 3:00 – 5:00 1100 NW Loop 410, Suite109 San Antonio, Texas 78213

Upcoming Events

Mayor's Housing Summit	September 30 th , 7:30 am-7:30 pm Henry B. Gonzales Convention Center 900 E Market St., 78205	
2017 Point-in-Time Count	Luke Leppla, SARAH	January 26, 2017, All Day Venue: Citywide PIT HQ: TBD
2017 PIT Count, Weather Day	TBD	TBD

15. Announcements

Upcoming Agency Presentations:

- Texas Rio Grande Legal Aid – October 27th, 2016
- Family Violence Prevention Services – November 17th, 2016
- Membership Council Meeting will be moved October 25, 2016



16. **Adjournment**

Board President Craig Hopkins adjourned the **September 29, 2016 Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless at **5:10 p.m.**

