



SARAH

South Alamo Regional Alliance for the Homeless

AGENDA

Board of Directors Meeting

Travis Pearson, President

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

September 16, 2015
10:00 am - 12:00 pm

Note: The SARAH Board of Directors reserves the right to retire into executive session concerning any items listed on this Agenda whenever it is considered necessary and legally justified under the Open Meetings Act (Chapter 551 of the Texas Government Code) No action shall take place in closed session. The board will discuss and take appropriate action of the following:

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

1. Call to Order

2. Roll Call

Present Officers: Travis Pearson (President), Scot Ackerson (Secretary), Tammi Woodard (Treasurer)

Present Board Members: Nancy Taguacta, Bexar County; Edward Gonzales, City of San Antonio; Sergio Dickerson (proxy for Carlos Martinez), American G.I. Forum; Mark Witherall, San Antonio Police Department; M. Estella Garza, SAISD; Pastor Andey, (proxy for Dianne Talbert), Church Under the Bridge; Gaylynn Scwenk, FVPS; Charlie "Chuck" Landy Jr., George Gervin Youth Center; Jacquelyn Smith (proxy for Deborah Kuyrkendall), San Antonio Housing Authority; and Katherine Herrera, LCSW; Greg Matula, NuStar Energy, L.P. and Kevin Langehenning, Peer Specialist Haven for Hope.

Absent Board Members: JoAnn Tobias-Molina, Texas Department of Family Protective Services

Present Guest(s): Bill Hubbard, SARAH Executive Director; Sam Samani, Haven for Hope; Katie Vela, HMIS; Amanda Flores, HMIS; Deidre Murphy, City of San Antonio; Gilbert Gonzales, BC Mental Health Department; Liz Villarreal, Family Endeavors; and Sabrina Bailey, Family Endeavors

Present Staff: Samantha Maggiani, Bexar County; Diana Garcia, Bexar County

3. Public Comment

4. Approval of Prior Meeting Minutes and Attendance Review

Review and approval of the August 19, 2015 board minutes and attendance.

Mr. Pearson advises Board there the minutes are not in Board packet, moving on to next item of discussion.

5. Election of Vice President

Review, discussion, and appropriate action regarding the Election of Vice President position.

Mr. Travis Pearson states the Vice President will finish off the year and the 2016 then be up for election. Mr. Pearson adds only one (1) candidate submitted their name. Mr. Scott Ackerson announces Mr. Edward Gonzales was nominated for Vice President.

Board Action: Board Elects Edward Gonzales for Vice President.

6) Election of At Large Position

Review, discussion, and appropriate action regarding the Election of At Large position

Mr. Travis Pearson stated there was one (1) applicant but she was unable to attend meeting so Election of At Large Position will be postponed to next Board of Directors meeting.

Board Action: Election of At Large Position tabled.

7) Approval of SARAH Financial Report for August 2015

Review, discussion, and appropriate action regarding the CPA Financial Reports from Adam Dickreiter, CPA August 2015

- Balance Sheet
- Income Statement
- Agency Membership List

Mr. Travis Pearson reviews over the assets, liabilities and net assets with Board members. Mr. Pearson past discussion to Mr. Hubbard regarding the statement of activities. Mr. Hubbard reports that year to date dues have been coming in and SARAH is almost caught up. Mr. Hubbard thanks Board members and agencies for timely paying their dues. Mr. Hubbard adds there isn't anything unusual in the statement of activities portion of financials. Mr. Charlie "Chuck" Landy asks the states of George Gervin Youth Center and Mr. Hubbard replies unless your agency is on the accounts receivable page your agency has paid but will verify. Mr. Hubbard states Alamo Area Resource Center is showing in error but will verify.

Board Action: Motion made by Edward Gonzales and seconded by Gaylynn Schwenk. Motion to approve the August 2015 Financial Report passed.

8) HMIS Posted Privacy Notice

Review and appropriate action regarding HMIS Posted Privacy Notice

Mr. Edward Gonzales states the HMIS Posted Privacy Notice is required for Health Insurance Portability and Accountability Act (HIPPA) and any agency completing intake process is required to have Privacy Notice posted.

Board Action: Motion made by Gaylynn Schwenk and seconded by Pastor Andey (Proxy for Dianne Talbert). Motion to approve the HMIS Posted Privacy Notice passed.

9) Project Review and Selection Sub-Committee Recommendation for New Permanent Supportive Housing Project

Review and appropriate action regarding Project Selection and Review Sub-Committee Recommendation for New PSH Project

Mrs. Nancy Taguacta advises the Board the scoring panel committee, which representatives do not consist of SARAH, CoC, and General Members. Mrs. Taguacta states the scores were Beat Aids with 75, Center for Health Care Services with 99, and San Antonio Housing Authority with 61. Mrs. Taguacta adds the recommendation by the Ranking and Rating Panel along with the Project Review and Selection Sub-Committee recommend Center for Health Care Services be designated as the proposed winner for the reallocated dollars.

Board Action: Motion made by Nancy Taguacta and seconded by Tammi Woodard. Motion to approve recommendation for Center for Health Care Services for the Reallocated Dollars for the 2015 NOFA passed.

10) RFP - Bonus Dollars

Discussion of Bonus Dollars RFP Update

Mrs. Nancy Taguacta advises Board members no update from District Attorney (DA) regarding Bonus Dollar RFP. Mr. Travis Pearson gave recap and stated same time Reallocated Dollar RFP went out possible Bonus Dollar RFP went out. Mr. Pearson adds since there wasn't a definite amount for Bonus Dollars Board decided to re-issue RFP when NOFA dropped to have Bonus Dollar amount. Mr. Pearson clarifies that the DA is aware that the funds will not pass through Bexar County. Mrs. Taguacta advises DA is aware and requested to review administrative contract and RFP to have a better understanding role of Bexar County.

11) **SARAH Monthly Report on the Homeless**

Review and discussion of the HMIS SARAH monthly Homeless Report

Mrs. Amanda Flores states there was an increase in Permanent Supportive Housing (PSH). Mrs. Flores adds also there was an increase in individuals and families moved to projects. Mrs. Flores states there was a decrease in rapid re-housing. Mrs. Flores indicates there was an increase in exits from July. Mr. Scott Ackerson states there was a 12% decline in Safe Haven program due to the Women Shelter being shut down or condemned nine (9) months ago. Mr. Ackerson adds the women were transitioned to temporary facility owned by Center for Health Care Services that was constructed for another project. Mr. Ackerson states the new project will begin therefore, the women are being removed from Safe Haven program which will cause future decrease in program. Mr. Travis Pearson questions where will the women be placed and Mr. Ackerson responds the priority will be placing them in Permanent Supportive Housing (PSH).

12) **2013 Planning Grant Activities**

Discussion of 2013 Planning Grant Activities

- **NOFA**

Mrs. Nancy Taguacta states she will bypass topic since NOFA has not been released so there isn't any updates.

- **SARAH Reallocation Policy**

Mrs. Taguacta states per previous discussion with Executive Committee the Board should have a policy for reallocated dollars. Mrs. Taguacta adds there have been some agencies that have done so over the year therefore, Project Review and Selection Committee was asked to review policies from other CoC's. Mrs. Taguacta states they reviewed policy from Houston CoC and would like to propose to consider reviewing and editing the Houston Reallocation Policy. Mrs. Taguacta adds there is also a policy for Involuntary Reallocated Funds for agencies that are not meeting standards but did not further go into Policy.

Board Action: Motion made by Tammi Woodard and seconded by Carlos Martinez. Motion to approve SARAH Reallocation Policy with the edits advised from Board passed.

- **Proposed Monitoring Tools and Orientation**

Mrs. Taguacta states Housing Innovations, LLC is prepared to go onsite to agencies and begin doing monitoring but that would be up to the Board members. Mrs. Taguacta adds another discussion would be for Board to have formal written standards and would like to see some of these policies in place. Mrs. Taguacta states Mr. Howard Burchman would like to give drafts of these policies for review.

- **Update of 10 Year Plan**

Mrs. Nancy Taguacta states Housing Innovations, LLC will assist with updating 10 Year Plan since there has not been an update since 2013. Mrs. Taguacta adds Bexar County should be allowed to begin some of the processes they advised HUD they would be working on even though the process will not be completed. Mr. Pearson clarifies the activities are to wrap up Bexar County's role as the Collaborative Applicant.

13) 2015 – 2016 Planning Grant
Discussion of 2015 – 2016 Planning Grant

Mr. Bill Hubbard apologizes to Board and needs to work with Mrs. Taguacta regarding 2014 budget and discuss proposed budget for 2016. Mr. Hubbard adds he will meet with Mrs. Taguacta and then bring information to next Board meeting in October.

14) SARAH Executive Director Bill Hubbard
Executive Director Report Administrative Update

- **Cash Flow Review**

Mr. Bill Hubbard passes discussion to Mr. Sam Samani who states there has been some transitions in HMIS personnel. Mr. Samani states Katie Vela has joined CoC Board, Amanda Flores is the Interim and Sue Hornsby is no longer with HMIS. Mrs. Amanda Flores states the HMIS upgrade will take place September 25, 2015 and will be testing system September 26, 2015.

Mr. Hubbard states he is working with Mrs. Deirdre Murphy on contract and is expected to receive in October. Mr. Hubbard adds he is looking to finalize contract with the Foundation for \$50,000. Mr. Hubbard states projected expenses Bexar County, which he just received and is \$35,000 that was less than projected \$60,000.

Mr. Hubbard states 2016 funds are for staff and for potential conferences for staff to attend.

- **SARAH Office Space**

Mr. Hubbard states the office space for SARAH staff will be the Pottery Building off Martin Street. Mr. Travis Pearson states there are concerns from CoC members of where SARAH will be housed since it should be a neutral place. Mr. Pearson adds this is a temporary space.

15) Committee and Community Updates
 Sub-committee scheduled meetings/committee member participation updates

	Committee	Chair	Meeting Date
1	Executive Committee	Travis Pearson	September 9, 2015
2	Coordinated Access	Vacant	TBD
3	Project Review and Selection	Nancy Taguacta	September 2, 2015
4	Point In Time Count	Dianne Talbert	September 17, 2015- 1:00PM - CUB
5	Unaccompanied Youth Taskforce	Elizabeth Lutz	September 8, 2015
6	Performance Review (APR & Monitoring)	Vacant	TBD- SAMMinistries
7	HMIS Development and Implementation	Edward Gonzales	September 24, 2015
8	Ending Veteran Task Force	Edward Gonzales	TBD

16) Announcements

17) Adjournment