



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

Membership Council Minutes

Scott Ackerson, Committee Chair

Food Bank of San Antonio
5200 W. Old US Hwy 90
San Antonio, TX 78227

June 21, 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

*Membership Council Vice Chair Mr. Robert Galan called to order the **June 21, 2016 Membership Council Meeting** of the South Alamo Regional Alliance for the Homeless at 3:02 p.m.*

2. Welcome & Introductions

All attendees identified themselves along with their represented agency.

Executive Committee: *Robert Galan, Gay Lynn Schwenk, Tammi Woodard*

SARAH Staff: *Bill Hubbard, Katie Vela, Luke Leppla, Audrey Rendon*

Attendees: *Cruz H. Vallarta, Sarah Vasquez, Mario Cuevas, Robert Galan, Scott Peters, Stephanie Smith, Valerie Sullivan, Monica Martinez, Iris Mata, Angela Carrizales, Tyler Shoemith, Alexandra Chirico, Marc Wonder, Deidra Ochoa, Robert Blanton, Navarra Williams, Trenton Clark, Jesse Trevino, April Biasioli, Celia Garcia, Sam Samani, Maria Weseloh, Sergio Dickerson, Jimmy Jones, Katie Herrera, Sandra Whitey, Laura Mata-Delgado, Chris Plauche.*

3. Agency Roll Call

American G.I. Forum – National Veterans Outreach Program (AGIF-NVOP)

Bexar County

Catholic Worker House

Center for Health Care Services (CHCS)

Center for Juvenile Management (REACH)

Centro Med

City of San Antonio (COSA)

Family Endeavors

Family Service Association

Family Violence Prevention Services (FVPS)

Food Bank of San Antonio

Haven for Hope (H4H)

Northeast Independent School District (NEISD)

SAMMinistries (SAMM)

San Antonio Police Department (SAPD)

St. Peter-Joseph's Children's Home (St. PJ's)

Texas A&M University of San Antonio (TAMU)

Texas Rio Grande Legal Aid (TRLA)

The Salvation Army (TSA)



4. Public Comments

Stephanie Smith offered all members the opportunity to tour the San Antonio Food Bank at the completion of the Membership Council meeting.

5. Approve Prior Meeting Minutes

Membership Council Action: Moved by Gay Lynn Schwenk, seconded by Tammy Woodard to approve prior Membership Council Meeting minutes. Motion carried – unanimous decision.

6. Executive Director Report – Bill Hubbard

- **NOFA Consultant Update**

*SARAH previously distributed a solicitation for a NOFA RFP on May 1st, 2016 with the deadline of May 17, 2016. Among the applications received, **Woollard Nichols and Associates, LL** was recommended by SARAH staff and approved by the SARAH Board.*

- **Membership Dues**

All agencies and organizations currently delinquent on their membership dues were notified of their removal from the SARAH Membership Council. An official letter was mailed to all applicable agencies stating reason and options to reapply for membership.

7. CoC Operations Report – Katie Vela

- **New Project RFP**

SARAH distributed an RFP for all new project housing applications. After the distribution HUD announced a reduction of bonus points from 15% to now 5%.

Mrs. Vela announced SARAH is hosting the FY 16 HUD Continuum of Care New Project Application Bidder's Conference at the American G.I. Forum (611 N. Flores St., 78207) from 1:00-2:30 p.m. For those interested in attending, please send RSVP's to [Audrey Rendon](#).*

- **NOFA Independent Review Team**

The NOFA Independent Review Team responsibilities are to review all submitted new and renewal project applications. SARAH has currently enlisted a representative from the City of San Antonio, Bexar County, a nonprofit, and a hospital system. SARAH is looking for one more person to serve on the review team.

- **Feedback on Consolidated Plan**

A reminder to forward any feedback from the previously distributed Bexar County Consolidated Plan was announced to the Membership Council. All feedback will be placed into a single file on behalf of the Membership Council and forwarded to Bexar County. Please submit your feedback by July 1st, 2016.

- **Postpone CoC Survey until after NOFA**

This agenda item will be revisited upon completion of the NOFA.

- [Grievance Appeals Process & Reallocation Policy Statement](#)



The Performance Review Committee and newly hired NOFA Consultant reviewed both the Grievance Appeals Process and Reallocation Policy Statement. SARAH requested feedback for these documents prior to Board action. Please, forward all feedback to [Audrey Rendon](#).

8. Coordinated Entry Report – Luke Leppla

The Coordinated Entry Committee meets every other Monday, 1:30 to 3:30 p.m. at American G.I. Forum (206 San Pedro, 78205). The next meeting will be July 18th, 2016. All members are welcome to attend.

- Implementation and Timeline Update

The deadline for CoC and ESG funded agencies to begin exclusively accepting referrals from the Coordinated Entry list is **August 1st, 2016**. This deadline was approved by the Coordinated Entry Committee which consists of the Membership Council and participating agencies.

9. HMIS Report – Maria Weseloh

- Define System Performance Measures
- System Performance Measures Report due to HUD August 1st, 2016

Mrs. Maria Weseloh passed out a packet with definitions of System Performance Measures.

- System performance creates **accountability** for how well the entire CoC serves people experiencing homelessness.
- Focus on measuring the **cumulative impact** of programs, not just their individual impact.
- Ensure common understanding of **system intent and goals**, along with the projects that make up the CoC's system.
- Helps the **CoC gauge their progress** toward preventing and ending homelessness.
- Helps **HUD gauge progress** of Federal goals.
- Identifies areas of **improvement**.

10. Sustainability of Veteran Housing – Marc Wonder

Mr. Wonder is the Chair for the Veteran Working Group. The meeting meets every other Wednesday at 1:30 to 3:30 p.m. at Head Start (1227 Brady Blvd, 78207). All agency participation is welcome. The Veteran Working Group is currently focused on addressing their clients who are high to moderate risk of returning to homelessness. The clients are assigned a program manager and case manager who is tasked with creating a client specific plan of housing sustainability.

Q. Is there a metric or measure of a chronically homeless – demarcation line – of categorizing a client as **high risk**?

A. Yes, typically a high risk client contains factors such as age (55 and up), extended unemployment due to age, disabilities, mental status and requiring rehabilitation services prior to successful employment.

Mr. Hubbard mentioned the responsibilities as San Antonio and Bexar County's CoC, SARAH is tasked with ensuring veteran housing sustainability. In January 2016, USAA donated \$2.1 million to end veteran homelessness in San Antonio and USAA has requested CoC plans for ensuring successful housing sustainability among the previous housed veterans. SARAH is working closely



with veterans and non-veteran providers to determine the best avenues to ensure veteran housing sustainability.

11. HUD Monitoring Experiences

Both the Family Violence Prevention Services and The Salvation Army volunteered to discuss their recent HUD Monitoring experience. They also shared their HUD findings and offered helpful tips to agencies for avoiding the same findings.

- Family Violence Prevention Services – Gay Lynn Schwenk

Mrs. Schwenk stated HUD clearly emphasized a focus on Programs versus an emphasis on Financials as they had previously focused on.

HUD Findings/Tips – FVPS

Finding: HUD requires all agency shelters and transitional housing to have a City unit inspection conducted and on file.

Tip: Unfortunately, the City does not conduct housing inspections but in lieu of a formal city inspection, HUD recommended agencies conduct and maintain their own checklist inspection.

Tip: A HUD Consultant stated you are able to move funds around in any line item, there are no restrictions on fund budget line items.

Tip: HUD stated their direction is away from Transitional Housing (TH) and suggested all agencies with TH programs began operating them more like Rapid Re-housing (RRH) programs. HUD stated in the next few years they do not want to fund TH programs.

- The Salvation Army – Mario Cuevas

HUD Findings/Tips – TSA

Finding: Having lead based paint in housing units

Tip: Do not use a TAA apartment move-in checklist instead use the HQS. Also, utilize the CoC Wellness Checklist prior to HUD Monitoring.

12. Upcoming Committee Meetings and Events

Title	Point of Contact	Event Details
Veteran Working Group	Marc Wonder, COSA	June 22 nd , 1:00-3:00 pm Head Start 1227 Brady Blvd, 78207
FY16 HUD Continuum of Care *NEW* Project Application Bidders Conference	Audrey Rendon, SARAH	June 23 rd , 1:00-2:30 p.m. American G.I. Forum – NVOP 611 N. Flores St, 78207
Performance Review Committee	Katie Vela, SARAH	July 12 th , 9:00-10:00 am The Salvation Army 521 W. Elmira, 78216
Coordinated Entry Committee	Luke Leppla, SARAH	July 18 th , 1:30-3:30 pm American G.I. Forum – NVOP 206 San Pedro, 78207
SARAH Membership Council Meeting	Audrey Rendon, SARAH	July 19, 3:00-5:00 pm Cohen Military Family Clinic 6363 DeZavala Rd, 78249
Point-in-Time Count Committee	Luke Leppla, SARAH	July 20 th , 3:00-4:00 pm



		Haven for Hope–Volunteer Center 1 Haven for Hope Way, 78207
HMIS Committee	Katie Vela, SARAH	July 21 st , 3:00-4:00 pm SAMMinistries TLLC 5922 Blanco Rd, 78228
SARAH Membership Council Meeting	Audrey Rendon, SARAH	August 16 th , 3:00-5:00 pm Lift Fund – Community Lift Center 2007 W. Martin St., 78207
SARAH Board of Director Meeting	Audrey Rendon, SARAH	August 25 th , 3:00-5:00 p.m. Chamber of Commerce NBC 1100 NW Loop 410 Ste. 109 San Antonio, TX 78205
2016 National Conference on Ending Homelessness	Attending: Bill Hubbard, Katie Vela and Luke Leppla July 26–July 28, Washington, DC	
Coordinated Entry Diversion Training	Luke Leppla, SARAH	June 30/July 1, 9:00 am- 6:00 pm
2017 Point-in-Time Count	Luke Leppla, SARAH	January 26, 2017, All Day Venue: Citywide PIT HQ: TBD

13. Agency Presentation for August Board Meeting

All members are given the opportunity to present their Agency Presentation before the SARAH Board. These meetings will be focused on the agencies mission, programs, clientele, success stories, etc. Presentations will be limited to 10 minutes. Forward your requests to be placed on the board presentation list to [Audrey Rendon](#).

- ❖ *August Board Meeting – SAMMinistries*
- ❖ *September Board Meeting – The Salvation Army*

14. Announcements

Family Endeavors and American G.I. Forum were recognized during a banquet hosted by the National Coalition for Homeless Veterans for their efforts in ending veteran homelessness in San Antonio and Bexar County.

15. Membership Council Action Items

The SARAH Board has requested the Membership Council Representatives, Mr. Scott Ackerson and Mrs. Tammi Woodard, forward questions, recommendations or requests for motions. No items were presented from the Membership Council at today's meeting but an opportunity to forward any items is extended till COB Wednesday, June 29, 2016 to [Audrey Rendon](#).

16. Adjournment

*The SARAH Membership Council Meeting was adjourned at **4:00 p.m.***

