



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

## **Board of Directors Meeting Minutes**

*Edward Gonzales, Acting President, Chair*

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The Chamber's Northside Business Center  
1100 NW Loop 410, Ste. 109, SA, TX 78213

April 28, 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**

*Interim Board President Edward Gonzales called to order the **April 28, 2016, Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless at **3:09 p.m.***

### **2. Roll Call**

#### Present

*Board of Directors: Edward Gonzales, Scott Ackerson, Rebecca Brune, Leslie Ausburn Komet, Tammi Woodard, Greg Matula, David Birdy, Craig Hopkins, Dave Petersen, Estella Garza, Robert Blanton (proxy for William McManus), and Eddie Ortega.*

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

*Additional Attendees: Charlie Perrin, Sam Samani, and Maria Weseloh*

#### Absent

*Louis Rubiola and Raoul Garcia*

### **3. Public Comment**

*No public comment.*

### **4. Election of SARAH Officers: Slate Offered**

*The floor was opened for new board nominees. The initial board slate was presented for board approval.*

- ❖ **President – Craig Hopkins**
- ❖ **Vice President – Rebecca Brune**
- ❖ **Treasurer – Dave Petersen**
- ❖ **Secretary – Louis Rubiola**

**Board Action:** *Moved by Greg Matula, seconded by David Birdy to approve election of the slated board officers. Motion carried – unanimous decision.*

➤ **Elected Board President Craig Hopkins assumes Chair**

*Mr. Hopkins assumes Chair position and commences board meeting as President.*

## 5. Approve Prior Board of Directors Minutes

*The board discussed incorporating a consent agenda that will contain both the board minutes and monthly financial reports. This item will be presented to the board for approval at the next meeting. If approved, the board minutes will be reviewed and approved by the Secretary prior to board action.*

**Board Action:** *Moved by Dave Petersen and seconded by Edward Gonzales to approve prior Board of Directors minutes. Motion carried – unanimous decision.*

## 6. Financial Report – Approve March 2016 Financials

*The board discussed incorporating a consent agenda that will contain both the board minutes and monthly financial reports. This item will be presented to the board for approval at the next meeting. If approved, the monthly financial reports will be reviewed and approved by the Treasurer prior to board action.*

- *The March financials presented to the board did not include the last minute accounting revision. A line item was categorized incorrectly under restricted instead of the correct unrestricted column. This has since been corrected.*
- *The accounting firm is currently generating an invoicing system for SARAH to distribute to service providers when membership dues are deposited.*
- *There were no major USAA expenditures within the past month so the balance remains consistent.*
- *The veteran move-in kits payment process is explained: Participating service providers identify homeless veteran clients and furniture needs. Once an invoice is distributed to SARAH and once the client is officially moved into their apartment, a reimbursement is generated for all furniture expenses.*
- *Furniture for a Cause is the primary vendor providing the furniture for the veteran move in kits.*
- *All move in kits are documented and available upon board request.*
- *In the Statement of Activities, there is still a pending item under deferred revenue. Information was requested from the prior accountant, Adam Dickreiter, but no response has been received. Bill will follow up and clear that item on the Balance Sheet.*
- *Additionally, discussion and approval regarding which accountant the board will request to conduct SARAH's 2015 I-990 will be placed as an action item at the next meeting.*

**Board Action:** *Moved by Dave Petersen and seconded by Eddie Ortega to approve March 2016 Financials. Motion carried – unanimous decision.*

## 7. Approve Budget Adjustment to Include NOFA Consultant

*Annually, the CoC contracts with a NOFA Consultant to participate and submit on behalf of the CoC for the HUD award competition. The NOFA Consultant plays a key role in timely submission of the CoC application and is required to stay current with all mandated HUD rules and procedures. The contracting of a NOFA Consultant will not exceed \$17,000. The SARAH Budget will need to have funds reallocated within non-essential line items to accommodate NOFA Consultant funding. The reallocation is presented to the board with the justification per line item. This reallocation totals \$17,000 for a new line item, NOFA Consultant.*

- \$2,000 from USAA Hard Conversations
- \$5,000 from USAA Travel Allocations
- \$7,000 from 2016 Employee Performance/ Increase
- \$3,000 from Conferences

**Board Action:** Moved by Leslie Ausburn Komet and seconded by Robert Blanton to approve Budget Adjustment to Include NOFA Consultant. Motion carried – unanimous decision.

## 8. Procurement Procedures

Procurement Procedures were presented to the board with no adjustments upon reviewing.

**Board Action:** Moved by David Birdy and seconded by Rebecca Brune to approve Procurement Procedures. Motion carried – unanimous decision.

## 9. Executive Director Report – Bill Hubbard

### • HUD Collaborative Applicant/Primary Contact Status

South Alamo Regional Alliance for the Homeless, SARAH, is officially designated as San Antonio/Bexar County's Collaborative Applicant. Additionally, we have been designated as the Primary Contact for HUD System (HDX).

### • Mayor's Housing Summit: September 30, 2016 – Homelessness

SARAH will be sponsoring the homeless track. This event is hosted by San Antonio Mayor Ivy Taylor. Registration is free but will be limited to 300 participants.

The Homeless Track will feature 3 sessions with one session featuring an expert on Housing First and a discussion of how Housing First will best fit into the San Antonio homeless programs. The second session will be presented by CSH, a contractor for the City who is conducting a Services and Housing Gap Analysis. The third session subject has not been decided.

### • CoC Registration

SARAH, is participating in the HUD CoC Registration this week in anticipation of the HUD Notification of Funding Availability. The Registration establishes SARAH as the entity responsible for sponsoring the HUD Award Competition. The CoC priority list will be focused on how we are doing as a system instead of by program performance. Upon completion SARAH will distribute this application to the board for their review.

## 10. Approve Board of Directors Conflict of Interest Statement

The Conflict of Interest Statement was distributed to the board for their review and discussion. The board discussed the various adjustments needed to the current Conflict of Interest Statement.

1. A disclosure of any foreseen potential conflicts and the notification process required to disclose these conflicts.
2. Stating the actual definition within the Conflict of Interest Statement
3. A clear statement regarding the boards expectation to disclosure all conflict and/or potential conflicts with full transparency and accountability will be included.

**Board Action:** No board action made. Tabled till next board meeting.

❖ *Mr. Craig Hopkins stated a potential conflict of interest due to his prior board position with SAMMinistries, he still participates in informal strategic conversations with their board. The board does not have concerns in regards to Mr. Hopkin's potential conflict of interest disclosure.*

❖ *Mrs. Rebecca Brune stated a potential conflict of interest due to Methodist Healthcare Ministries providing funding for some of SARAH's current membership agencies. The board made no comments regarding Mrs. Brune's potential conflict of interest disclosure but stated the importance of revisiting this for board discussion upon completion of the Conflict of Interest Statement.*

#### **11. Establish 2016 Board of Directors Meeting Calendar**

*The board agreed to conduct their board meetings on the 4<sup>th</sup> or last Thursday of each month at 3:00-5:00 p.m. The next board meeting is taking place at the Chamber of Commerce Loop 410 venue. The June meeting is currently pending but it was requested through Captain Robert Blanton for the San Antonio Police Department Headquarters conference room. Additionally, there was discussion of future board meetings being hosted by membership council agencies at their facilities. The purpose is to encourage service provider and board interaction for relationship cultivation and familiarity of their staff, programs and location.*

**Board Action:** *Moved by Craig Hopkins and seconded by Dave Petersen to approve schedule for board meeting calendar. Motion carried – unanimous decision.*

#### **12. SARAH Point-in-Time Count/HIC Presentation – Katie Vela**

- **Approval of Results for HUD Submission**

*The Point-in-Count Data presented will be submitted to HUD upon board approval.*

##### 2016 Program Changes

- 1. American G.I. Forum, Rapid Rehousing Program was added.*
- 2. The Salvation Army, Vet Emergency Shelter was added.*
- 3. Safe Haven removed due to reallocation for a Permanent Supportive Housing program.*
- 4. VA Domiciliary was removed (HUD Requirement).*

##### 2016 Point-in-Time Count Overview:

- Total homeless counted was 2,781 (this is a 4% decrease from 2015 PITC)*
- Unsheltered count decrease by 2%*
- Overall shelter count decrease by 5%*
- 733 individual family members within 235 households*
- 31 unaccompanied youth increased (due to more homeless youth outreach)*
- Subpopulations count of veterans, 263 verified veterans (decrease of 21 veterans)*
- 36 chronically homeless veterans.*
- 499 chronically homeless (decrease of 152 chronically homeless). This significant decrease may be due to both the HUD definition change and also San Antonio's Ending Veteran Homelessness goal that began in January.*
- Substance Use and Mental Illness increased from prior year. The mentally ill and*

*substance users can fall within both categories.*

- *HUD's priorities this year are both: recidivism and how long people remain homeless. After the NOFA, SARAH will gather data to view how our CoC performs within those two systems.*
- *A PIT/HIC data infographic was created for distribution to the general public. The infographic was easy to read the results of the PIT/HIC. The board requested various edits to encourage easier reading and to eliminate possible data misunderstandings. A final copy will be distributed to the board at the next board meeting.*
- *The board requested bed utilization rates comparing the HIC and PIC to include retrieving data that will explain the 5% decrease. Comment was made explaining that due to shelter barriers within enrollment and screening, these entry requirements may account for the decrease.*
- *The board discussed media inquiries requesting the total homeless count. It was decided that all media inquiries will be directed to Bill Hubbard until an official statement is given by SARAH's Executive Director.*

**Board Action:** *Moved by Dave Petersen and seconded by Greg Matula to approve SARAH Point-in-Time Count/HIC Presentation. Motion carried – unanimous decision.*

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

*SARAH Membership Council Meeting – May 17, 2016, 3:00 -5:00 p.m. Lift Fund; 2007 West Martin Street, San Antonio Texas, 78207*

*Mr. Scott Ackerson announced, that the Local Initiative Support Corporation approved Centro Med's proposal and agreed to provide technical assistance and funding to develop Permanent Supportive Housing of 250 units with integrated health care support. (Participating members involved: Methodist Healthcare Ministries, Prospera, Haven for Hope, Center for Health Care Services along with Centro Med)*

### **14. Program Status Report**

- **Ending Veteran Homelessness Taskforce – Edward Gonzales, City of San Antonio**

*The City of San Antonio submitted the application for Ending Veteran Homelessness to the Interagency Council on Homelessness. In response, the Interagency Council on Homelessness presented the below questions:*

1. *What is the courtyard and how is it utilized for veterans?*
2. *How we are utilizing Transitional Housing for veterans prior to placement in Permanent Supportive Housing?*

- **Coordinated Entry – Luke Leppla, Coordinated Entry Program Manager**

*The Coordinated Entry committee consists of service providers and meet every other Monday to discuss coordinated entry. Currently, this committee is discussing policies, program eligibility, and prioritization of most vulnerable clients. The expectation is to get coordinated entry off the ground and to adjust the program as issues appear. Mr. Luke Leppla recommended initially focusing on prioritizing San Antonio/Bexar County's most vulnerable clients. In response, the board requested an informative presentation that will incorporate the benefits of prioritizing the most vulnerable clients. Also, to include how it will affect*

participating organizations who are funding specific client services.

- **Homeless Management Information System – Maria Weseloh, HMIS Manager**

*The Homeless Management Information System (HMIS) team was introduced: Sam Samani, Director of HMIS and Maria Weseloh, HMIS Manager. They informed the board of the purpose and duties of their team and mentioned the six additional HMIS support staff not present.*

- **Committee Meetings and Events**

<b>Title</b>	<b>Point of Contact</b>	<b>Meeting Details</b>
First Membership Council Meeting	Scott Ackerson, <i>Haven for Hope</i>	May 17, 3-5 pm Lift Fund, 2007 W. Martin, 78207
Coordinated Entry Committee	Luke Leppla, <i>SARAH</i>	May 9, 1:30-3:30 pm AGIF-NVOP, 206 San Pedro <i>*recurs every other Monday</i>
Performance Review Committee (APR & Monitoring)	Katie Vela, <i>SARAH</i>	May 10, 9:00-10:00 am TSA, 521 W. Elmira, 78216 <i>*recurs monthly every 2<sup>nd</sup> Tuesday</i>
HMIS Committee	Katie Vela, <i>SARAH</i>	May 19, @ 3:00-4:00 pm SAMM, 5922 Blanco Rd, 78228 <i>*recurs every 3<sup>rd</sup> Thursday</i>
Ending Veteran Homelessness Taskforce	Edward Gonzales, <i>City of San Antonio</i>	March 11, 1:00-3:00 pm 1227 Brady Blvd, 78207 <i>*recurs every other Wednesday</i>
Point-in-Time Count Survey Presentation	Trinity University	May 9, 10:00-11:30 am CUB, 724 Chestnut, 78202

### 15. Announcements

*No announcements were made.*

### 16. Adjournment

*Closing actions items:*

- ❖ *Conflict of Interest Statement edits*
- ❖ *Media statement for Point-in-Time Count inquiries*
- ❖ *Vision of SARAH, current and future*
- ❖ *Coordinated Entry prioritization of most vulnerable and policy updates*
- ❖ *HMIS Presentation*
- ❖ *Veteran sustainability definition*
- ❖ *Housing First as a tool and/or priority*

*The SARAH Board of Directors Meeting was adjourned at **5:05 p.m.***

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Created by: Audrey Rendon, SARAH Administrative Assistant

Approved by: \_\_\_\_\_  
*Louis Rubiola, Board Secretary, SARAH Board of Director*





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

## Board of Directors Meeting Minutes

*Travis Pearson, Committee Chair*

San Antonio Public Library - Central  
600 Soledad, SA, TX 78205

March 29, 2016  
10:00 am- 11:30 am

*The following agenda items may not necessarily  
be considered in the order they appear.*

1. **Call to Order** *The SARAH Board of Directors meeting was called to order at 10:15 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:** *Eddie Ortega (Bexar Co.), Katherine Herrera (VA), Robert Blanton (SAPD), Tiffany Walker (Seton Home), Deborah Kuyrkendall (SAHA), Greg Matula (NuStar), M. Estella Garza (SAISD), Charlie "Chuck" Landy Jr (George Gervin), Dave Petersen (Chamber of Commerce), Rebecca Brune (MHM), Craig Hopkins (USAA), Leslie Komet Ausburn (Komet Marketing).*  
  
**Members Present:** *Sergio Dickerson (AGIF-NVOP), Charlie Perrin (MFCPA), Ignacio Leija (AGIF-NVOP)*  
  
**SARAH Staff Present:** *Bill Hubbard (Executive Director), Katie Vela (CoC Programs Manager), Luke Leppla (Coordinated Entry Program Manager), Audrey Rendon (Administrative Assistant).*
3. **Public Comment** *No public comments were made.*
4. **Approval of Prior Board Meeting Minutes – February 17, 2016**  
**Board Action:** *Motion made by Katherine Herrera and seconded by Chuck Landy. Motion to approve Board of Directors February 17, 2016 Meeting Minutes was approved.*
5. **SARAH March Financials – Bill Hubbard and Charlie Perrin**  
*Reviewed changes requested by the board to the financials. One change was requested to separate restricted and unrestricted assets. A separate page was generated with the USAA Move in Kits (restricted). Also, all agency invoices requesting payment of annual dues were sent.*  
**Board Action:** *Motion made by Deborah Kuyrkendall and seconded by Greg Matula. Motion to approve March Financials made with no adjustments.*
6. **Code of Conduct Review and Approval**  
**Board Action:** *Motion made by M. Estella Garza and seconded by Greg Matula. Motion to approve the Code of Conduct was made.*





*It was requested SARAH staff generate a Conflict of Interest form and attach it the Board applications, regardless if the agency receives HUD funding for accountability and voting. A public record will be kept recording all conflicts of interests, including begin and end time. The SARAH Bylaws will be referenced in the document along with ensuring an annual reviewing of the COI forms.*

**7. Appreciations – Bill Hubbard**

*On behalf of the Board of Directors an award of appreciation was presented to Travis Pearson. An award was also brought for Diane Talbert for her work as Chair of the Point in Time Count.*

**8. NOFA Funding Update – Katie Vela**

*HUD awarded 7 million to Tier 1. Tier 2 awards should be announced by the end of April. We received additional funds for Permanent Supportive Housing and Rapid rehousing. Transitional Housing programs did not receive extra funding.*

**9. Vote to Approve Slate of New Board of Directors (see attachment for list)**

*Slated Board of Directors: David Petersen, William McManus, David Birdy, Edward Gonzales, Eddie Ortega, Rebecca Brune, M. Estella Garza, Greg Matula, Scott Ackerson, Tammi Woodard, Craig Hopkins, Leslie Komet Ausburn.*

**Board Action:** *Motion made by Katherine Herrera and seconded by Chuck Landy was approved for oncoming slated list of board members.*

**10. Resignation of Outgoing Board of Directors**

*Resigning Board of Directors: Travis Pearson, Deborah KuyrKendall, Katherine Herrera, Tiffany Walker, Robert Blanton, Dianne Talbert, and Chuck Landy.*

**Board Action:** *Motion made by Edward Gonzales and seconded by Tammi Woodard was approved for resignation of outgoing Board of Directors.*

**11. Select a Date for next Board Meeting**

*Expected upcoming meeting: April 28<sup>th</sup> 3:00-4:00 pm, Location TBD*

**12. Board of Directors Officer Position Discussion – Bill Hubbard**

*Board of Director Open Seats: Consumer Director, Community Advocate Director(s), Business/Corporations Representatives, County Law Enforcement, Judicial, and/or Legal Director.*

**13. Board of Director Orientation – Bill Hubbard**

*Orientation Sign-Up: (3 - 1 hour each sessions)*

*Monday, April 18<sup>th</sup> 11:00 am- 12:00 pm, TRLA 1111 N. Main Ave.*

*Tuesday, April 19<sup>th</sup> 6:00 pm- 7:00 pm, Haven for Hope Volunteer Center*

*Wednesday, April 20<sup>th</sup> 3:00 pm- 4:00 pm, TRLA 1111 N. Main Ave.*

*An email will be sent to all board members requesting participation at an orientationsession.*

**14. Announcements**

*Edward Gonzales stated the City of San Antonio submitted a letter of certification to the White House stating they have effectively ended veteran homelessness prior to March 31, 2016.*

*Bill Hubbard announced HUD will be transferring Collaborative Applicant Status to SARAH along with the 2015 Planning Grant.*

**15. Adjournment for Lunch** *The SARAH Board of Directors Meeting was adjourned at 11:20 am.*



South Alamo Regional Alliance for The Homeless  
Statement of Activities  
For the One Month and Three Months Ended March 31, 2016

**ASSETS**

**Current Assets**

Checking-Broadway	\$ 468,447.93
A/R - Member Yearly Dues	100.00
A/R - Membership Dues	3,719.17
Accounts Receivable	50,727.76
Prepaid Expenses - Insurance	781.36

<b>Total Current Assets</b>	523,776.22
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**Fixed Assets**

Furniture and Fixtures	4,084.61
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<b>Total Fixed Assets</b>	4,084.61
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<b>TOTAL ASSETS</b>	\$ 527,860.83
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**LIABILITIES & NET ASSETS**

**Liabilities**

**Current Liabilities**

Deferred Revenue	\$ 11,914.00
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<b>Total Current Liabilities</b>	11,914.00
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<b>Total Liabilities</b>	11,914.00
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**Net Assets**

31500 - Temp. Restricted Net Assets	250,000.00
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32000 - Unrestricted Net Assets	265,946.83
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<b>Total Net Assets</b>	515,946.83
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<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	\$ 527,860.83
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No Assurance is Provided

South Alamo Regional Alliance for The Homeless  
Statement of Activities - Actual and Budget  
For the One Month and Three Months Ended March 31, 2016

	Mar 16		YTD			Annual
	Mar 16	Mar 16 Budget	YTD	Budget	Variance	Budget
<b>Income</b>						
Coordinated Entry Grant	0.00	\$ 4,166.66	0.00	\$ 12,499.98	\$ (12,499.98)	\$ 50,000.00
COSA Contract	18,749.25	2,083.25	18,749.25	6,249.75	12,499.50	24,999.00
Foundation Grant	0.00	4,166.66	0.00	12,499.98	(12,499.98)	50,000.00
General Membership Dues	50.00	145.84	1,200.00	437.52	762.48	1,750.00
Grants/Foundations	0.00	0.00	0.00	0.00	0.00	0.00
HUD Grant Recipients Dues	49,629.91	11,488.91	52,340.14	34,466.73	17,873.41	137,867.01
Other Contributions	26.00	0.00	58.00	0.00	58.00	0.00
Projected additional Grant Fund	0.00	0.00	0.00	0.00	0.00	0.00
USAA Grant	0.00	0.00	350,000.00	350,000.00	0.00	350,000.00
<b>Total Income</b>	<b>68,455.16</b>	<b>22,051.32</b>	<b>422,347.39</b>	<b>416,153.96</b>	<b>6,193.43</b>	<b>614,616.01</b>
<b>Expense</b>						
Bank Fees	0.00	33.34	0.00	100.02	(100.02)	400.00
Bexar County Services Contract	0.00	0.00	17,994.57	17,994.00	0.57	17,994.00
Bookkeeping Services	600.00	600.00	1,200.00	1,800.00	(600.00)	7,200.00
Certified Audit Fees	0.00	616.67	0.00	1,850.01	(1,850.01)	7,400.00
Computers	0.00	166.66	929.97	499.98	429.99	2,000.00
Conferences	3,553.04	0.00	3,753.04	3,500.00	253.04	15,830.00
Coordinated Entry Transportatio	0.00	833.34	165.00	2,500.02	(2,335.02)	10,000.00
Employment Taxes	1,322.50	1,497.91	3,858.37	4,493.73	(635.36)	17,974.98
Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Haven for Hope CAM	0.00	400.00	0.00	1,200.00	(1,200.00)	4,800.00
Ins-Director's Liability Ins	195.33	58.34	585.99	175.02	410.97	700.00
Ins-General Liability Insurance	0.00	166.66	0.00	499.98	(499.98)	2,000.00
Ins-Workman's Comp	0.00	83.34	0.00	250.02	(250.02)	1,000.00
Internet Services-Website/Email	0.00	125.00	42.50	375.00	(332.50)	1,500.00
Legal Fees	0.00	83.34	0.00	250.02	(250.02)	1,000.00
Meeting Refreshments Water/Coff	339.26	83.34	339.26	250.02	89.24	1,000.00
Memberships	0.00	83.34	300.00	250.02	49.98	1,000.00
Mileage	112.96	400.00	282.51	1,200.00	(917.49)	4,800.00
Miscellaneous Expenses	0.00	125.00	0.00	375.00	(375.00)	1,500.00
Office Supplies	111.65	250.00	442.09	750.00	(307.91)	3,000.00
Payroll Services	116.18	200.00	407.17	600.00	(192.83)	2,400.00
<b>Personnel Costs</b>						
CoC Programs Manager	4,884.62	5,291.66	14,653.86	15,874.98	(1,221.12)	63,500.00
COLA/Performance Increase	0.00	587.41	0.00	1,762.23	(1,762.23)	7,049.01
Coordinated Entry Program Manag	3,364.91	4,333.00	7,364.91	8,670.00	(1,305.09)	47,667.00
Coordinated Entry Specialist	0.00	650.00	0.00	1,950.00	(1,950.00)	7,800.00
8001 - Executive Director	6,153.84	6,666.66	18,461.52	19,999.98	(1,538.46)	80,000.00
8002 - Administrative Assistant	2,769.60	3,000.00	8,308.80	9,000.00	(691.20)	36,000.00
<b>Total Personnel Costs</b>	<b>17,172.97</b>	<b>20,528.73</b>	<b>48,789.09</b>	<b>57,257.19</b>	<b>(8,468.10)</b>	<b>242,016.01</b>
PIT Food / Youth Count Refresh	181.91	81.87	181.91	245.61	(63.70)	982.36
PIT Supplies	164.06	66.66	1,509.92	199.98	1,309.94	800.00
Postage	0.00	41.66	0.00	124.98	(124.98)	500.00
Printers	0.00	83.34	0.00	249.98	(249.98)	1,000.00
Printing	0.00	41.66	0.00	124.98	(124.98)	500.00
Software	16.23	83.34	56.40	250.02	(193.62)	1,000.00
Sponsor "Hard Conversation" Ser	0.00	833.34	0.00	2,500.02	(2,500.02)	10,000.00
Storage	38.00	37.50	114.00	112.50	1.50	450.00
Subscriptions	0.00	18.25	0.00	54.75	(54.75)	219.00
Tax Preparation	0.00	137.50	0.00	412.50	(412.50)	1,650.00
Telephone	149.61	166.66	299.22	499.98	(200.76)	2,000.00
Vereran Move In Kits	0.00	20,833.34	0.00	62,500.02	(62,500.02)	250,000.00
<b>Total Expense</b>	<b>24,073.70</b>	<b>48,760.13</b>	<b>81,251.01</b>	<b>163,445.35</b>	<b>(82,194.34)</b>	<b>614,616.35</b>
<b>Change In Net Assets</b>	<b>\$ 44,381.46</b>	<b>\$ (26,708.81)</b>	<b>341,096.38</b>	<b>\$ 252,708.61</b>	<b>\$ 88,387.77</b>	<b>\$ (0.34)</b>
<b>Net Assets, Beginning of Year</b>			174,850.45			
<b>Net Assets</b>			<b>\$ 515,946.83</b>			

No Assurance is Provided

South Alamo Regional Alliance For The Homeless  
Statement of Activities - Unrestricted and Restricted Funds  
For the Three Months Ended March 31, 2016

	<u>Unrestricted</u>	<u>Restricted</u>	<u>TOTAL</u>
<b>Income</b>			
<b>COSA Contract</b>	18,749.25	0.00	18,749.25
<b>General Membership Dues</b>	1,200.00	0.00	1,200.00
<b>HUD Grant Recipients Dues</b>	52,340.14	0.00	52,340.14
<b>Other Contributions</b>	58.00	0.00	58.00
<b>USAA Grant</b>	100,000.00	250,000.00	350,000.00
<b>Total Income</b>	<u>172,347.39</u>	<u>250,000.00</u>	<u>422,347.39</u>
<b>Expense</b>			
<b>Bexar County Services Contract</b>	17,994.57	0.00	17,994.57
<b>Bookkeeping Services</b>	1,200.00	0.00	1,200.00
<b>Computers</b>	929.97	0.00	929.97
<b>Conferences</b>	3,753.04	0.00	3,753.04
<b>Coordinated Entry Transportation</b>	165.00	0.00	165.00
<b>Employment Taxes</b>	3,858.37	0.00	3,858.37
<b>Ins-Director's Liability Ins</b>	585.99	0.00	585.99
<b>Internet Services-Website/Email</b>	42.50	0.00	42.50
<b>Meeting Refreshments Water/Coffee</b>	339.26	0.00	339.26
<b>Memberships</b>	300.00	0.00	300.00
<b>Mileage</b>	282.51	0.00	282.51
<b>Office Supplies</b>	442.09	0.00	442.09
<b>Payroll Services</b>	407.17	0.00	407.17
<b>Personnel Costs</b>			
<b>CoC Programs Manager</b>	14,653.86	0.00	14,653.86
<b>Coordinated Entry Program Manager</b>	7,364.91	0.00	7,364.91
<b>8001 - Executive Director</b>	18,461.52	0.00	18,461.52
<b>8002 - Administrative Assistant</b>	8,308.80	0.00	8,308.80
<b>Personnel Costs - Other</b>	0.00	0.00	0.00
<b>Total Personnel Costs</b>	<u>48,789.09</u>	<u>0.00</u>	<u>48,789.09</u>
<b>PIT Food / Youth Count Refresh</b>	181.91	0.00	181.91
<b>PIT Supplies</b>	1,509.92	0.00	1,509.92
<b>Software</b>	56.40	0.00	56.40
<b>Storage</b>	114.00	0.00	114.00
<b>Telephone</b>	299.22	0.00	299.22
<b>Total Expense</b>	<u>81,251.01</u>	<u>0.00</u>	<u>81,251.01</u>
<b>Change in Net Assets</b>	<u><b>91,096.38</b></u>	<u><b>250,000.00</b></u>	<u><b>341,096.38</b></u>

No Assurance is Provided



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Code of Conduct and Conflict of Interest Statement**

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## Procurement Procedures

**SUBJECT: Procurement Procedures**

**Prepared by: Bill Hubbard, Executive Director**

**Approved by: SARAH Board of Directors**

**Effective Date: April 28, 2016**

**Revision Date(s): N/A**

### 1. Purpose

To establish a Procurement protocol in place for the South Alamo Regional Alliance for the Homeless Board, Executive Director and staff to follow and ensure accurate documentation and compliance with applicable rules, standards, and regulations.

### 2. Key Provisions

- a. Board/Staff Responsibility
- b. Procurement Procedures
  - i. Request for Bid/Request for Proposal/Request for Information (RFB/RFP/RFI)
  - ii. Purchases
  - iii. Contracts
  - iv. Exemptions to the Competitive Process
  - v. Procurement Department Records
  - vi. Conflicts of Interest
  - vii. Gratuities
  - viii. Exceptions

### 3. Procedures

#### a. Board/Staff Responsibility

**Board of Directors/Executive Director** – clearly defines all projects and prepares a summary outlining the scope of work. Prior to any release of RFB/RFP and/or RFI, ensures appropriate approval has been coordinated to ensure project is within budget. Once RFB/RFP/RFI has been approved as a budget item, ensures bids/proposals submitted are scored and documentation of project and selection is maintained.

**Treasurer/Executive Director** – Ensures all capital projects are approved and funding is included in the agency budget, prior to any work or advertisement of work is done.

**Executive Director/CoC Programs Manager** – Ensures appropriate advertisement of work to be procured is completed at least 14 calendar days before RFB/RFP/RFI is due for submission.

**Executive Director** – Responsible for maintaining all project procurement records for a minimum of five years and which records are kept in a secure location.

**b. Procurement Procedures**

All separate, sequential, or component purchases of items obtained from the same supplier by the same department are treated as if they are part of a single purchase and of a single contract and required appropriate authority.

**i. Request for BID/Request for Proposal/Request for Information(RFB/RFP/RFI)**

Purchases of goods and services that are expected to exceed \$25,000 annually must include a competitive bid or proposal solicitation process (publicly inform potential bidders through advertisement and completion of RFB/RFP/RFI packages.

Purchases of goods and services that are expected to exceed \$50,000 annually must include performance bond insurance, payment bond insurance and surety bond insurance.

**ii. Purchases**

Purchases of goods, services, or equipment over \$500 require approval by the Executive Director and must be included in the SARAH Budget.

Purchases of \$2,000 or less do not require competitive bidding.

Purchases greater than \$2,000 but not over \$10,000 require at least three informal bids. They can be obtained by telephone but must be recorded and documented.

Purchases in excess of \$10,000 but not over \$25,000 annually require at least three formal bids (must be written) with documentation for the procurement file.

Agency reimbursement for program expenses must have an executed Memo of Understanding in place to allow for expense reimbursement.

**iii. Contracts**

Contractor must meet insurance requirements and provide certificates prior to signing contract.

Must provide verification the contractor is not on the Federal debarred list prior to signing contract.

Must provide signed contract.

Must provide all copies of the required permits and inspections.

Contracts are awarded for periods of time that are in the best interest of the South Alamo Regional Alliance for the Homeless;

Where appropriate or required by the Board of Directors all Contracts are reviewed by the agency's Attorney prior to being signed by either party;

Contract amendments may be negotiated, if deemed to be in the best interest of. The negotiated contract should not substantially change the original scope of work or contract amount.

All Vendors are expected to comply with SARAH's basic business integrity standards and any vendor who displays questionable ethical behavior in their business relationship with SARAH will be removed from the bidder's list for future projects.

**iv. Exemptions to the Competitive Process**

An exemption from the competitive procurement process must be justified in writing and maintained in the SARAH archives. The documentation must clearly identify the exemption and rationale and be approved in writing by the Board President, Treasurer or designee.

The acquisition of the following items is exempt from the competitive process:

An item that must be purchased in the case of a public calamity to address the needs of the members or to preserve the property of SARAH

An item that must be purchased in the case of an emergency to ensure the health and safety of the members at SARAH

An item necessary because of unforeseen damage to SARAH

A personal or professional service;

An item that can be obtained by only one source (sole source).

**v. Procurement Department Records**

The Executive Director will retain records detailing vendor performance regarding price, quality, integrity, and services. A vendor may be removed from the Bidder's List if problems are encountered including unsatisfactory delivery, unacceptable products, failure to honor price quotations or over or under-shipments. A vendor removed from the Bidder's List will remain off the list for a minimum of one year. Reinstatement to the Bidder's List requires satisfying the Board of Directors and the users of their products and/or services that the problem(s) that resulted in their removal from the list have been resolved. A vendor may file an appeal relative to purchases secured through the formal bid process (RFB or RFP). Purchases secured through the formal bid process or as an exempt purchase are not subject to the formal appeal process.

**vi. Conflict of Interest**

A SARAH Board or staff member who participates in the procurement process and/or will review, recommend or assist in deciding the award of a vendor and/or who will order goods and services pursuant to the contract, and who owns stock in or has partial ownership of, or derives some income or personal benefit from the recommended or selected vendor must report these facts to the Executive Director. The Executive Director is responsible for ensuring that a conflict of interest does not affect the outcome of vendor selection. SARAH employees will not act as vendors or suppliers of services.

**vii. Gratuities**

SARAH employees may not solicit a gratuity for business purposes or otherwise from a vendor without the prior approval of the Board President, Treasurer or Executive Director. Gratuities to employees may be accepted only for use in the agency and only if the value of each item is under \$25.00. SARAH employees may accept a meal with a value of less than \$25 from a vendor during the course of a business meeting. NO cash gratuities are to be accepted.

**viii. Exceptions**

The President, Treasurer and Executive Director are authorized to approve justified exceptions to the procurement procedure. Exceptions are to be documented and maintained in the procurement file.





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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name