

SARAH Board of Directors Meeting Minutes

Craig Hopkins, Board President

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

August 25, 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 **August 25, 2016** SARAH's Board of Directors Meeting at **3:15 p.m.**

Roll Call

Present: Craig Hopkins, Lori Stinson proxy for Dave Petersen, Dave Petersen, Edward Gonzales, Scott Ackerson, Eddie Ortega, Robert Blanton proxy for William McManus, Greg Matula, Tammi Woodard, Leslie Komet Ausburn, Rebecca Brune, Bill Hubbard, Katie Vela, Audrey Rendon and Guest(s): Navarra Williams (SAMMinistries)

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

2. Public Comment

No public comment made.

3. SAMMinistries Program Presentation – Navarra Williams, President & CEO

The President & CEO of SAMMinistries, Mr. Navarra Williams spoke on SAMMinistries' mission, purpose, and programs. Mission: "SAMMinistries is an interfaith ministry whose mission is to help the homeless and those at risk of becoming homeless attain self-sufficiency by offering, with dignity and compassion, shelter, housing, and services. SAMMinistries also provides volunteers opportunities to be renewed and fulfilled as they serve." SAMM was founded in 1981 by 11 downtown congregations in response to a homeless man who froze to death. To date, they have helped over 22,000 San Antonians including 14,000 children. After 18 months of receiving SAMMinistries services, 98% of families have stayed housed. They house 350 families a year and anticipate over 450 in the next year. SAMMinistries is the only agency in San Antonio who participate in all programs HUD deems necessary to end homelessness.

SAMMinistries programs:

- Prevention
- Rapid Re-housing
- Emergency Shelter at Haven for Hope
- Transitional Housing – Transitional Living and Learning Center
- Permanent Supportive Housing (for Families with a Disability)
- Permanent Housing (affordable) – due to a partnership with SAHA they allow for set aside homeless vouchers for 100 families in need of affordable housing opportunities in the private rental market. The rent is reduced to 30% of their family income.
- Supportive Services – After school care, case management, education assistance, financial management, life skills, medical, and spiritual services

4. Approval of Prior Meeting Minutes

- July 30th, 2016 Board Meeting Minutes
- August 11th, 2016 NOFA Special Call Board Meeting Minutes

Board Action: Motion made by Lori Stinson (proxy for Dave Petersen) seconded Rebecca Brune to approve prior minutes from both Board meetings, July 30, 2016 and August 11, 2016. Motion carried – unanimous decision.



5. Approve Financial Report: July 2016

- The Greehey Family Foundation Grant will be received in December 2016
- A Najim Foundation Grant of \$25,000 was committed to SARAH
- Coordinated Entry Grant will be calculated once received by November 2016
- Veteran Move-in Kits: USAA and SARAH will discuss the remaining funds and how funds will be spent.

Board Action: Motion made by Greg Matula and seconded Tammi Woodard to approve the July Financial Report. Motion carried – unanimous decision.

6. Approve 2015 Executive Director Signing of Form 990

Mr. Hubbard requested authorization to sign SARAH's IRS Form 990.

Board Action: Motion made by Robert Blanton and seconded Edward Gonzales to approve 2015 Executive Director 990 Signature. Motion carried – unanimous decision.

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

No motion was made. This item will be tabled until the next board meeting when David Jordan is present.

8. Housing Authority of Bexar County Performance Improvement Plan

SARAH is requesting the Housing Authority of Bexar County be placed on CoC performance monitoring. Their Permanent Supportive Housing project has two issues that will be monitored and measured by the SARAH staff until corrected.

The below issues and requirements are outlined in the distributed CoC Performance Improvement Plan.

Issue #1: Spending of HUD Grant – Not Drawing Down Funds Every 90 Days

Issue #2: NOFA score was 46.25/150 (31%)

Description of Performance Concerns:

- Contract year began on 6/29/2015
- Only one draw has been completed for \$8,458.62 on 3/11/2016. Total grant is \$188,105
- Only 3 clients have been housed, target in grant was 25 clients. Performance was poor for NOFA scoring due to few clients served.
- As of 8/24/2016 HABC reported 8 clients have been housed with 11 searching for housing.

Proposed Actions to Address Concerns:

- Project will provide weekly update on LOCCS drawdowns, number of new clients that week, and total clients housed using HMIS data to SARAH Executive Director and CoC Programs Manager every Friday.
- HABC will be required to report to SARAH of their progress of spending funds and housing clients.
- 6 months within the close of NOFA the decision will be made if HABC is to be involuntarily reallocated.

Board Action: Motion made by Lori Stinson (proxy for Dave Petersen) and seconded by Robert Blanton to approve the Housing Authority of Bexar County Performance Improvement Plan with two changes: HABC will be required to place 25 clients by September 30th, 2016, and SARAH staff will report progress to the SARAH Board at the September Meeting instead of HABC. Motion carried – unanimous decision.

9. SARAH Fundraising Needs

Mr. Hubbard informed the board of SARAH's current financial state and need for sustainability as an agency. The first request was to increase board support and community engagement on behalf of SARAH. The Executive Director strongly



recommended forming a development committee for SARAH and engaging our county commissioners and city council with board support.

10. SARAH Visioning Meeting: September 22nd, 2016

SARAH is holding a board meeting on September 22, 2106 to discuss and formulate SARAH’s Mission & Vision.

Discussion Topics:

What is the mission of SARAH in the community to end homelessness? How can we measure a successful collaboration of agencies throughout San Antonio & Bexar County? What is the board’s role in SARAH? What can each board member contribute individually to SARAH’s mission and vision?

11. Executive Director Report – Bill Hubbard

- USAA Meeting

SARAH is meeting with USAA to discuss future funding towards San Antonio & Bexar County’s veteran sustainability. USAA has designated SARAH as the recipient of the 2017 and 2018 USAA Bowlathon proceeds. The Bowlathon is an annual employee event that generates between \$200,000 - \$250,000 in employee charitable contributions.

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

SARAH is planning the homeless tracks for the conference. There will be a session on Housing First, Coordinated Entry, and Housing = Healthcare.

12. Staff Hiring & Medical Insurance

Mr. Hubbard requested the hiring authorization of up to four more SARAH personnel and providing a medical health insurance plan with premiums limited to \$400 per employee.

Board Action: Motion made by Dave Petersen and seconded by Rebecca Brune to approve the hiring of up to 4 staff members and the procurement of a medical health insurance plan with premiums limited to \$400 per employee. Motion carried – unanimous decision.

- CoC Status Report – Katie Vela
- Update NOFA Process

SARAH is working on finalizing the NOFA application for submission to HUD September 12th.

13. Membership Council Chair Report – Tammi Woodard

SARAH’s Membership Council Minutes for the June and July meeting are posted on www.SARAHHomeless.org under “For Providers” and “Minutes.”

14. Upcoming Meetings and Events

Meetings

Coordinated Entry Committee	Luke Leppla	August 29th, 1:30-3:30pm, AGIF – NVOP 206 San Pedro
Veteran Working Group	Marc Wonder	August 31st, 2016, 1:00- 4:30pm Head Start 1227 Brady Blvd.
Performance Committee	Katie Vela	Sept. 13th, 9:00-10:00 am The Salvation Army, 521 W Elmira



SARAH Membership Council	Scott Ackerson	Sept. 20th, 3:00-5:00pm San Antonio Area Foundation
Point-In-Time Committee	Luke Leppla	Sept. 21st, 3:00-5:00pm H4H Volunteer Center
SARAH Executive Committee	Bill Hubbard	Sept. 22, 11:00am-12:00pm Conference Call
HMIS Committee	Maria Weseloh (thru Nov.)	Sept. 22, 3:00-4:00pm SAMM TLLC 5922 Blanco Rd.
SARAH Board Meeting	Bill Hubbard	Sept. 29, 3:00-5:00pm TBD

Events

SARAH Visioning Session	Bill Hubbard	Sept. 22
Texas Homeless Network Conference	Jennifer Paulsen, THN	Sept. 21-23 Austin Omni Hotel at Southpark
Mayor's Housing Summit	City of San Antonio	Sept. 30, 7:00am-7:00pm Henry B. Gonzales Convention Center
Point-In-Time Count	Luke Leppla	January 26, 2017

15. Announcements

The following agencies have volunteered to present before the board at the times mentioned.

- *Upcoming Agency Presentations:*
 - The Salvation Army – September 29th, 2016
 - Texas Rio Grande Legal Aid – October 27th, 2016
 - Family Violence Prevention Services – November 17th, 2016
- *USAA will be hosting a Bowlathon to support fundraising for SARAH.*
- *Mr. Hubbard announced SARAH's Administrative Assistant, Audrey Rendon, will be 8/26/2016. Tiffany Smith will begin with SARAH to fill the position on 8/29/2016.*

16. Adjournment

*Board President Mr. Craig Hopkins adjourned the **August 25, 2016 SARAH Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless at **4:55 p.m.***

