



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

## **Board of Directors Board Meeting**

*Craig Hopkins, Board President*

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

December 14, 2017  
12:00 -2:00 PM

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

**1. Call to Order**

Board Treasurer, Martha Leiper called to order the **December 14, 2017** Board Meeting of the South Alamo Regional Alliance for the Homeless at **12:30 PM**

**2. Present:** Rebecca Helterbrand (proxy for Rebecca Brune), Martha Leiper, Estella Garza, Marjorie White (proxy for Edward Gonzales), Marie Lopez, Robert Blanton (proxy for William McManus), Eddie Ortega, Leslie Komet Ausburn, Brenda Garza, Greg Matula, Don Tijerina (proxy for Sheriff Salazar), Bill Hubbard, Tiffany Martinez, Katie Vela, Jayde Beebe, Katelyn Underbrink, Luke Leppla, Kathy Lacy, David Row

**Guests:** Leilah Powell, Gaylynn Schwenk, Dorothy Morris


**Absent:** Craig Hopkins, Mina Woodard, Lori Stinson

**3. Public Comment**

Gaylynn Schwenk and Dorothy Morris from SAMMinistries came to the board meeting to discuss some issues they are having with HMIS. They are still reporting issues with being able to access accurate data reports. It affects their ability to meet HUD deadlines due to the many hours staff must set aside to correct the mistakes in the reports.

### **SARAH NONPROFIT BUSINESS**

**4. Consent Items**

- Minutes from October 26<sup>th</sup>, 2017 Meeting  Pages 5-12

**Board Action:** Motion was made by Greg Matula; seconded by Brenda Garza. Motion carried unanimous decision.

- October Financial Report  Pages 13-15

**Board Action:** Motion was made by Brenda Garza; seconded by Leslie Komet. Motion carried unanimous decision.



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**5. Executive Director Report – Bill Hubbard**

- CoC Expansion  
Mr. Hubbard brought to the boards attention that NOFA gives bonus points to CoC agencies that expand their CoC boundaries. Over the next several months Mr. Hubbard will consider surrounding areas for possible expansion opportunities.
- 2018 Budget 📎 Pages 16 & 17  
**Board Action:** Motion was made by Estella Garza; seconded by Robert Blanton. Motion carried unanimous decision.
- 2018 Proposed Holiday Schedule

New Year’s Day	January 1, 2018
Martin Luther King Day	January 15, 2018
President’s Day	February 19, 2018
Battle of the Flowers	April 27, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Columbus Day	October 8, 2018
Veteran’s Day	November 11, 2018
Thanksgiving Day	November 22, 2018
Black Friday	November 23, 2018
Christmas Eve	December 24, 2018
Christmas Day	December 25, 2018

Board Action: Motion was made by Don Tijerina; seconded by Brenda Garza. Motion carried unanimous decision.

- LISC Grant  
Mr. Hubbard shared with the Board information on the LISC grant.
- Board Vacancies & Officer Elections 2018  
There are many board seats and positions whose terms are coming to an end in 2018.
- CoC Procedures Manual Status Report  
It should be completed and ready for approval at the February Board Meeting.

**6. Board Seat Nomination, Leilah Powell – Bill Hubbard 📎 Pages 18-20**

**Board Action:** Motion made by Leslie Komet; seconded by Brenda Garza. Motion carried unanimous decision.

**7. Board Meeting Calendar 2018 – Bill Hubbard**



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- February 22, 2018, 2:30-5:00 PM
- April 26, 2018; 2:30-5:00 PM
- June 28, 2018; 2:30-5:00 PM
- August 30, 2018; 2:30-5:00 PM
- October 25, 2018; 2:30-5:00 PM
- December 20, 2018; 2:30-5:00 PM

It was decided by the board to move the December 20<sup>th</sup> meeting to December 13<sup>th</sup> from 2:30-5:00 to accommodate the Christmas holidays.

**Board Action:** Motion was made by Robert Blanton; seconded by Greg Matula. Motion carried unanimous decision.

## CONTINUUM OF CARE BUSINESS

### 8. Membership Council Report – Marie Lopez

HMIS was brought up again at the Membership Council Meeting. There are many agencies that are still having issues with data quality reports. There was a Planning and Strategy Session on December 1<sup>st</sup>. All the workgroups attended and discussed setting some realistic goals for 2018.

### 9. HMIS Update – Bill Hubbard

There is no update on HMIS MOU. The Board will invite Kenny Wilson to come to the next board meeting and speak on the issue.

### 10. CoC Performance Score Cards – Katie Vela [📎 Separate Handout](#)

Performance score cards and guides were presented to the board to review. The final score cards will be presented to the board for approval at the February 22, 2018 Board Meeting.

### 11. Point – In – Time Count Update – Luke Leppla

David Row passed out sign in sheets for the PIT Count. The 2018 PIT Count will take place on January 25, 2018 and everyone is encouraged to sign up and attend. Youth PIT count will be held on the 23, 2018 at 6 PM.

### 12. Ratify the AHAR Submission – Katie Vela [📎 Pages 21-22](#)

**Board Action:** Motion made by Eddie Ortega; seconded by Estella Garza. Motion carried unanimous decision.



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**13. SARAH Meetings and Events**

**SARAH Board Meetings**

**SARAH Membership Council Meetings**

<p>February 22<sup>nd</sup>, 2:30 – 5:00 PM          Chamber of Commerce, NBC          1100 NW Loop 410, Suite 109</p>	<p>January 18<sup>th</sup>, 2:30 – 4:30 PM          Goliad Building          Downstairs Conference Room          4203 Woodcock Drive</p>
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**Committee Meetings & Working Groups**

<b>Title</b>	<b>Point of Contact</b>	<b>Event Details</b>
<p>SARAH Youth Homelessness Working Group</p> <p><i>*recurs monthly on the 1<sup>st</sup> Friday</i></p>	<p>Teresa Williams, REACH  <a href="mailto:Williamstj52@outlook.com">Williamstj52@outlook.com</a></p> <p>Tyler Shoesmith, NEISD  <a href="mailto:tshoes@neisd.net">tshoes@neisd.net</a></p>	<p>January 12<sup>th</sup>, 9:30 – 10:30 AM          4203 Woodcock Drive          Downstairs Conference Room</p>
<p>Housing Standards Workgroup</p> <p><i>*recurs monthly on the 1<sup>st</sup> Tuesday</i></p>	<p>Devon Maddox, SVDP  <a href="mailto:Devon.Maddox@svdpsa.org">Devon.Maddox@svdpsa.org</a></p>	<p>January 9<sup>th</sup>, 11:00 – 12:00 PM          Haven for Hope Board Room          1 Haven for Hope Way</p>
<p>Point-In-Time Committee</p>	<p>Luke Leppla, SARAH  <a href="mailto:lukeleppla@sarahhomeless.org">lukeleppla@sarahhomeless.org</a></p>	<p>January 12<sup>th</sup>, 2:30-4:00          Beaumont Building          4243 E. Piedras Drive          Suite 230A</p>
<p>Coordinated Entry Committee</p> <p><i>*recurs monthly on the 2<sup>nd</sup> Monday</i></p>	<p>Luke Leppla, SARAH  <a href="mailto:lukeleppla@sarahhomeless.org">lukeleppla@sarahhomeless.org</a></p>	<p>January 8<sup>th</sup>, 1:30 – 3:00 PM          American G.I. Forum          206 San Pedro Av, # 200</p>
<p>Veteran CoC Working Group</p>	<p>Marc Wonder, COSA  <a href="mailto:Marc.Wonder@sanantonio.gov">Marc.Wonder@sanantonio.gov</a></p>	<p>December 20<sup>th</sup>, 1:00 – 4:30 PM          San Antonio Head Start          1227 Brady Blvd.</p>
<p>Family Violence and Housing Work Group</p>	<p>Amy Brown, SAMMinistries  <a href="mailto:abrown@samm.org">abrown@samm.org</a></p>	<p>December 19<sup>th</sup>, 1:00 – 2:30 PM          SAMMinistries</p>



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*recurs monthly on the 4 <sup>th</sup> Tuesday		5922 Blanco Rd
HMIS Governance Committee	Katie Vela, SARAH <a href="mailto:katievela@sarahomeless.org">katievela@sarahomeless.org</a>	January 12 <sup>th</sup> 9:00-11:00 AM Beaumont Building 4243 E. Piedras Drive Suite 230 A

**14. Announcements**

- SARAH Christmas and New Year’s Holiday – December 22<sup>nd</sup> & 25<sup>th</sup> – December 29<sup>th</sup> & January 1<sup>st</sup>

**15. Topics for February Board Meeting**

- CoC Procedures Manual Approval
- San Antonio Area Foundation Training
- Officer Elections
- Workgroup Goals presented to board

**16. Adjournment**

Board Treasurer, Martha Leiper adjourned the **December 14, 2017 Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless at **2:00 PM**