



**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 Minutes**

*Craig Hopkins, Board President*

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

August 31, 2017  
3:00 -5:00 PM

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

**1. Call to Order**

Board President, Craig Hopkins called to order the **August 31, 2017 Board Meeting** of the South Alamo Regional Alliance for the Homeless at **3:20 p.m.**

**2. Present:** Craig Hopkins, Nancy Williams (Proxy for Edward Gonzales), Marie Lopez, Robert Blanton (Proxy for William McManus), Tiffany Walker (Proxy for Tammi Woodard), Eddie Ortega, Greg Matula, Lori Stinson, Bill Hubbard, Katie Vela, Tiffany Smith, Luke Leppla, Jayde Beebe, Katelyn Underbrink, Kathy Lacy, and David Row

**Guests:** Maria Weseloh, and Kate Moore



**Absent:** Rebecca Brune, Martha Leiper, Estella Garza, Leslie Komet Ausburn, Brenda Garza, and Sheriff Salazar.

**3. Public Comment**

There was no public comment.

### **SARAH NONPROFIT BUSINESS**

**4. Consent Items**

- Minutes from June 29, 2017 Meeting 
- June & July Financial Report 

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

**5. Board Seat Vacancies & Possible Action Item – Bill Hubbard**

There was a nomination for a board position however since this individual had a retainer from a service provider the individual will not be allowed to serve on the board. SARAH bylaws state that to serve on the board one cannot be affiliated with a service provider. The executive committee wants to



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clearly define what is it meant by affiliation. Board president decided to define what affiliation means and if needed change the language in the bylaws as needed. Changes to bylaws will be updated and changes will be approved at next board meeting in October.

**6. Code of Conduct Form – Bill Hubbard** 

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

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

• **Mayor’s Office Briefing**

Mr. Hubbard and Luke Leppla met with Marissa Bono who is the chief of Policy for the Mayor. She was very impressed with what SARAH is accomplishing and is going to include SARAH in the Mayors Housing Initiative.

• **H4H HMIS Transition Plan (Strategic Plan Item)**

Mr. Hubbard sent an email to Kenny Wilson and Gary Chance several months ago about why SARAH feels HMIS should transition to SARAH. There has been no movement on the Haven side. However, there has been a new add on tool that SARAH staff identified that could be beneficial for HMIS. Caseworthy is working on a similar tool and should be available by the end of September or early October. Mr. Hubbard would like to come back to the board and talk about the strategic plan at the next board meeting in October.

**CONTINUUM OF CARE BUSINESS**

**8. HMIS Follow-Up Items – Maria Wesloh**

**Following the last board meeting in August the board had some follow-up questions. Below are the list of questions.**

- Report on All Data Quality (Outside of CoC Funded)
- Explanation of CoC Funded PSH Timeliness Issues
- Possible Detail on Benchmarks for Vendor Performance
- Tickets Submitted by Agency/# of Users Per Agency
- Plan for Developing Local Benchmarks
- Analytics on Homelessness Dashboard

Plan for developing local benchmarks – 2016 HMIS Data Quality Plan was updated to ensure all agencies were capturing the same data regardless of funding and stricter requirements were



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implemented for the timelines. HMIS is working on creating a data report card to provide agencies quarterly. HMIS will be presenting quarterly sets of data and determine trends. They will be working with the vendor to improve on performance and data quality.

**9. New Membership Council Applications Approval – Bill Hubbard**

**Board Motion:** Motion made by Greg Matula; seconded by Nancy Williams. Motion carried unanimous decision.

**10. Membership Council Report – Marie Lopez**

The updated SARAH bylaws were discussed at the last Membership Council meeting. Luke Leppla discussed Coordinated Entry at the meeting and issues with the VI-SPDAT. There was a meeting scheduled for August 25<sup>th</sup> but due to Hurricane Harvey it was canceled. That meeting will be rescheduled and the document will be looked at to determine what is necessary and what isn't when talking to clients.

Also, American G.I. Forum is having its 20<sup>th</sup> anniversary stand down event. It is for anyone in the homeless community. If there is anyone interested in volunteering for this event please contact American G.I. Forum. The event is being held on November 3, 2017.

**11. General Update on Grants at Risk of Deobligating Funds – Katie Vela** 

- **HABC-** They had a grant that was a partnership with Haven for Hope to do permanent supportive housing. They were ranked at the bottom last year and were not funded. There is not a performance improvement plan since this is the end of their contract year in October. They are expected to deobligate money but Haven for Hope and SAMMinistries are working closely with SARAH's Coordinated Entry team to get everybody that was in that supportive housing transferred into another permanent supportive housing program.
- **CHCS** – Their permanent supportive housing program was created out of the former Safe Haven programs. It is supportive housing for chronically homeless individuals. CHCS got a slow start due to some internal problems which involved hiring new staff members. They were unable to hire new staff until the contract was executed. They started housing people about half way through their grant period. Right now, they are risk for deobligating money by the end of the year. However, CHCS was able to extend their contract by 2 months by returning the administrative fees they paid in the first months when they weren't housing anybody. SARAH now have until December to work with them. SARAH is currently working closely with Haven for Hope to identify



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the chronically homeless individuals on the campus with this new program. SARAH has already supplied CHCS with 66 names; which is how many spots they needed to fill capacity.

**12. Review Community Dashboard- Katie Vela** 

Due to some technical issues, the dashboard will not be reviewed at this meeting.

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**Closed Session**

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**13. NOFA Overview – Kate Moore**

Programs funded by the Continuum of Care grant should:

- Promote community-wide commitment to the goal of ending homelessness.
- Provide funding for efforts by nonprofit providers to rehouse homeless individuals and families rapidly while minimizing the trauma and dislocation caused by homelessness
- Promote access to effective use of mainstream programs
- Optimize self-sufficiency

2016 CoC NOFA: Overview

- 2016 CoC Award for San Antonio - Highest score in the Country
- Total Award of \$8.65 Million
- Two New Bonus Projects: \$332K more in housing programs
  - Thrive (RRH -serving youth)
  - San Antonio AIDS foundation (PSH -serving persons with HIV/AIDS)
- Lost one project (HABC) – lowest scored project

FY 2017 NOFA TX-500

- Our CoC's Annual Renewal Demand (ARD): \$8,355,718
- Planning Grant: \$308,257 (not completed)
- Bonus Amount: \$616,515
- SAHA Reallocated PSH -\$110,192
- Reallocation Funds available for project applications

2017 IRT Role

- Score and rank all new and renewal applications



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- Place projects into Tier 1 and Tier II
- The only project not ranked is CoC Planning

**SARAH CoC Renewals and New PH Funding Process**

- SARAH created ranking priority performance measures
- SARAH held separate renewal and new funding competitions
- Independent Review Team then scored all Projects
- IRT then ranked & placed programs into 2 tiers with tier 1 being funded first
- SARAH Board makes final approval of ranking today

**HUD Review Process**

- HUD will conduct a threshold review of ranked projects for all COC's
- HUD will score the FY 2017 CoC Application portion of the CoC Consolidated Applications
- HUD will select new and renewal project applications in Tier 1
- The project application scores, which will incorporate the CoC Application score, will determine which projects in tier 2 will be conditionally selected for award

**Timeline**

- Thursday, August 31, 2017 – SARAH Board adopts final Ranking and Ranking Policy
- Friday, September 1, 2017 – SARAH staff notify all applicants of ranking
- Wednesday, September 6, 2017 – Applicant appeal deadline of ranking/application results
- Wednesday, September 12, 2017 – HUD Deadline for SARAH to Reject Project Application
- Monday, September 25, 2017 – Post Final Collaborative Application and Priority Listings on SARAH website
- Thursday, September 28, 2017 – HUD Deadline for submission

**14. NOFA Ranking Policy – Katie Vela**

**Board Motion:** Motion made by Lori Stinson; seconded by Greg Matula. Motion carried unanimous decision.

**15. 2017 Final NOFA Project Ranking– Katie Vela**

**Board Motion:** Motion made by Lori Stinson; seconded by Greg Matula. Motion carried unanimous decision.

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**16. Hurricane Harvey – Bill Hubbard & Katie Vela**

There was not enough time to discuss this topic at the meeting.



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**17. SARAH Meetings and Events**

**SARAH Board Meetings**

**SARAH Membership Council Meetings**

<p>October 26<sup>th</sup>, 3:00-5:00 pm          Chamber of Commerce          1100 NW Loop 410, Suite 109          San Antonio, TX 78213</p>	<p>September 19<sup>th</sup>, 2:30-4:30 pm          Goliad Building          4203 Woodcock Drive, Suite 110          San Antonio, TX 78228</p>
<p>December 14<sup>th</sup>, 12:00-2:00 pm          Chamber of Commerce          1100 NW Loop 410, Suite 109          San Antonio, TX 78213</p>	<p>November 14<sup>th</sup>, 2:30-4:30 pm          Goliad Building          4203 Woodcock Drive, Suite 110          San Antonio, TX 78228</p>

**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>September 1<sup>st</sup>, 9:30 – 10:30 AM          Beaumont Building          4143 E. Piedras Drive, # 230A</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>September 5<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>September 8<sup>th</sup>, 2:30-4:00 PM          Goliad Building          4203 Woodcock Drive, #110</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>September 11<sup>th</sup>, 1:30 – 3:00 PM          American G.I. Forum          206 San Pedro Av, # 200</p>



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Chronic Homeless CoC Working Group	David Huete, Haven for Hope <a href="mailto:david.huete@havenforhope.org">david.huete@havenforhope.org</a>	September 12 <sup>th</sup> , 3:00-4:00 PM Haven for Hope Volunteer Center 1 Haven for Hope Way
Veteran CoC Working Group	Marc Wonder, COSA Marc.Wonder@sanantonio.gov	September 13 <sup>th</sup> , 1:00 – 4:30 PM San Antonio Head Start 1227 Brady Blvd.
SARAH Coordinated Outreach Committee  <i>*recurs monthly on the 4<sup>th</sup> Tuesday</i>	David Row, SARAH wdavidrow@sarahhomeless.org	September 26 <sup>th</sup> , 3:00 – 4:00 PM 8401 Data Point Drive, #500
HMIS Governance Committee	Katie Vela, SARAH <a href="mailto:katievela@sarahhomeless.org">katievela@sarahhomeless.org</a>	No meeting will take place in September

**18. Announcements**

- SARAH Holiday Labor Day – September 4<sup>th</sup>

**19. Topics for October Board Meeting**

- Approve CoC Policies and Procedures Update
- Approve NOFA Reallocation Policy
- HMIS MOU

**20. Adjournment**

Board President, Craig Hopkins adjourned the **August 31, 2017 Board of Directors Meeting** of the South Alamo Regional Alliance for the Homeless at **5:20 p.m.**