



**SARAH**

South Alamo Regional Alliance for the Homeless

4100 E. Piedras, Suite 105 – San Antonio – Texas – 78228

## SARAH Membership Council Minutes

Marie Lopez, Membership Council Chair

San Antonio Area Foundation  
303 Pearl Parkway

May 31, 2018  
2:30pm-4:00pm

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

- **Call to Order – 2:35 PM**

- **Roll Call**

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|---|--|
| <ul style="list-style-type: none"> <li>• AGIF-NVOP</li> <li>• Corazon Ministries</li> <li>• Edgewood ISD</li> <li>• Endeavors</li> <li>• FVPS</li> <li>• San Antonio Food Bank</li> <li>• Haven for Hope</li> <li>• NEISD</li> <li>• Pay it Forward Ministries</li> </ul> | <ul style="list-style-type: none"> <li>• Salvation Army</li> <li>• SAMMinistries</li> <li>• San Antonio AIDS Foundation</li> <li>• St. Vincent de Paul</li> <li>• Texas Rio Grande Legal Aide</li> <li>• THRIVE</li> <li>• Veteran’s Affairs</li> <li>• Visitation House Ministries</li> </ul> |
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- **Public Comment:**

- Tyler Shoemith of NEISD; Workgroup participants need to have an organizational affiliation to join a workgroup, make time for guests to speak during specific times during a meeting
- Genevie Casillas of Haven for Hope Direct Referral Program; Genevie would like to be the point of contact for CoC social workers to locate clients that are difficult to find at Haven for Hope or The Courtyard

- **Approval of Prior Meeting Minutes – Marie Lopez**

**Motion:** SAAF **Second:** Housing Authority **Abstain:** None **Passed:** Yes

### SARAH BOARD REPORT AND SARAH COMMITTEES

- **SARAH Board Report – Marie Lopez**

- In research phase of possible CoC expansion
- Retirement of SARAH Executive Director, Bill Hubbard on July 27<sup>th</sup>

- **Coordinated Entry – Katie Vela**

- **Committee Updates**
  - SimTech Solutions currently working on extracting reliable data
  - Gathering of reliable data aid in a less manual approach to Coordinated Entry
  - Bi-weekly Case Conferencing to continue
  - Discussion on what to do with Haven overflow families
- **Next Meeting:** Monday, June 11, 2018, 611 N. Flores 1:30 pm – 3:00 pm



- **Case Conferencing:** Monday, June 18, 2018 and Monday, July 2, 2018 @ 1:30pm – 4:00pm, 611 N. Flores for both meetings
- **HMIS Governance – Katie Vela**
  - HMIS Lead Agency update
  - Ricky Dominguez gives updates on current issues; Chronic Homeless ticket needs vendor fix, HMIS CSV imports and exports, form object imports, annual assessment error in data quality reports; children aging into adulthood misrepresented, no response should be required for HIV/AIDS question that is currently mandatory in HUD Program assessment
  - **Next Meeting:** Friday, July 13, 2018 @ 9:00 am – 11:00 am (Location: TBD)
- **Point-in-Time Count – Katie Vela**
  - Departure of Luke Leppla from SARA team
  - SARA to hire a CoC Project Manager to Plan 2018 Point-In-Time Count
  - Point-In-Time Count Results posted on SARA Website

## COC WORKGROUP UPDATES

- **Veteran Workgroup – Chair: Marc Wonder (Kathy Lacy spoke on his behalf)**
  - Discussion of solutions to mental health issues in courtyard
  - Concerns that reporting of clients in vet programs are not matching up between verbal counts and HMIS reporting counts, plea to CoC partners to double check their numbers
  - Consolidation of by-name list to come, prioritizing- who should come off list?
  - **SARA Support Staff:** Kathy Lacy
  - **Next meeting:** Wednesday, June 11, 2018 @ 1:00 pm, 202 Connelly St.
- **Chronic Homelessness Workgroup – Elected Chair: Morjorie White/ Co-Chair: Vacant**
  - **Workgroup Updates:** Chair election, focus on data validation to locate gaps in the housing process
  - **Workgroup Goal Report:** Fix data to streamline the current chronic list of 565 clients to a more manageable and accurate number
  - **SARA Support Staff:** Katelyn Underbrink
  - **Next Meeting:** Friday June 8, 2018 @ 2:00 pm, 611 N. Flores, downstairs conference room
- **Youth Workgroup – Chair: Teresa Williams / Co-Chair: Tyler Shoesmith**
  - **Workgroup Updates:** Chair election
  - **Workgroup Goal Reports:** Continue to gravitate focus to USICH benchmarks, coordinated entry hub for youth, local navigation possibilities, funding search, drop in centers
  - **SARA Support Staff:** Katelyn Underbrink
  - **Next Meeting:** July 6, 2018 – location TBD 9:30 – 10:30 am
- **Housing Standards Workgroup – Chair: Devon Maddox / Co-Chair: Ashley Adkins**
  - **Workgroup Updates:** Informational Briefing from “My City is My Home” agency, Chair election, Risk Mitigation Fund proposal submitted
  - **Workgroup Goal Report:** Raising awareness and comfort level of landlords to work with subsidized housing clients, possibility of coordinated entry through the City, standardization of housing exceptions, authoring of a rapid rehousing guide for the community



- **SARAH Support Staff:** Kathy Lacy
- **Next Meeting:** Thursday, June 14, 2018 @ 1:00 pm, Houston Conference Room, Haven

## COC LEAD AGENCY UPDATES

### • Continuum of Care – Katie Vela

- **CoC Monthly Call Date:** Friday, June 22, 2018 @ 10:00 am - 11:00 am GoToMeeting Invitation (NOTE: Meeting date moved!)
- Voting for Chronic Homelessness Workgroup Chair – Ashley Adkins elected

**Motion:** Salvation Army **Second:** Edgewood ISD **Abstain:** None **Passed:** Yes

- Draft CoC Renewal Ranking and Reallocation Policies, 150-point plan for renewal grants, 100-point plan for new grants in their first year
- NOFA coming up in first week of June, focus to be on rapid rehousing for families, chronic single adults, non-chronically homeless individuals with families, and domestic violence survivors

### • SARAH Operations Report – Katie Vela

- Executive-Director update-interviews upcoming on June 13, 2018
- CoC Project Manager job posting announcement- accepting applications
- Introductions of the SARAH team and their roles
- SOAR Implementation Meeting update
- Recently completed Agency Check-Ins, report on findings, lessons learned, basic information to follow

### • SSI/SSDI Outreach, Access, and Recovery (SOAR)

- Program designed for people experiencing homelessness or at-risk of homelessness that simplifies the SSI/SSDI application process.
- First training cohort occurred in March and finishes at the end of April
- Please e-mail [ContactSARAH@Sarahomeless.org](mailto:ContactSARAH@Sarahomeless.org) with questions

### • Chronic Homelessness Documentation & Housing Training – Katelyn Underbrink

- E-Mail [KatelynUnderbrink@SARAHomeless.org](mailto:KatelynUnderbrink@SARAHomeless.org) to request training.

## MEMBERSHIP COUNCIL BUSINESS

- Voting for Youth Homelessness Workgroup Chair – Tyler Shoesmith elected

**Motion:** Salvation Army **Second:** Veteran’s Affairs **Abstain:** None **Passed:** Yes

- Voting for Chronic Homelessness Workgroup Chair – Ashley Adkins elected

**Motion:** Salvation Army **Second:** Edgewood ISD **Abstain:** None **Passed:** Yes

- Review of Final System Performance Measures Submission
- Currently at 25% recidivism rate in our CoC (one in four clients return to homelessness)
  - Focus items; challenges with street outreach data, capturing better exit data, point of access for prevention



- Still moving in a positive direction, receiving points from HUD

Review of Revisions to Continuum of Care Bylaws

- Workgroup Chairs must be reelected when they leave their agency
- Role of Workgroup Chair should be defined with a position description and report format
- Membership Council Attendance should be required for a Workgroup Chair
- Goals for each workgroup should be documented and align with USICH benchmarks
- **Issues to Report to SARAH Board of Directors:**
  - N/A
- **Review Action Items**
  - System Performance Measures are due May 31, 2018
- **Next Membership Council Meeting Topics:**
  - More resources for prevention, workgroup for families?
- **New Member Suggestions:**
  - Let Katie Vela or Marie Lopez know.
- **Announcements**
  - Updates to Include in SARAH Monthly E-Newsletter: E-Mail [JaydeBeebe@Sarahomeless.org](mailto:JaydeBeebe@Sarahomeless.org)
  - Let SARAH staff know if missing a place card for Membership Council: E-mail Penny Burgess at [pennyburgess@sarahomeless.org](mailto:pennyburgess@sarahomeless.org)
  - 2018 Point-In-Time Count shirt give away
- **Adjournment: 3:50 PM**

**Continuum of Care Contact List**

**SARAH Organization**

Media Inquiries  
 Funding Opportunty Inquiries  
 Coordinated Entry  
 Case Conferencing  
 HMIS Governance  
 Point-in-Time Count  
 Membership Council  
 CoC Board of Directors  
 General Inquiries

**Contact Name**

Bill Hubbard  
 Katie Vela  
 David Row  
 David Row  
 Katie Vela  
 Contact SARAH  
 Penny Burgess  
 Penny Burgess  
 Contact SARAH

**Contact E-Mail**

[BillHubbard@SARAHomeless.org](mailto:BillHubbard@SARAHomeless.org)  
[KatieVela@SARAHomeless.org](mailto:KatieVela@SARAHomeless.org)  
[DavidRow@SARAHomeless.org](mailto:DavidRow@SARAHomeless.org)  
[DavidRow@SARAHomeless.org](mailto:DavidRow@SARAHomeless.org)  
[KatieVela@SARAHomeless.org](mailto:KatieVela@SARAHomeless.org)  
[ContactSARAH@SARAHomeless.org](mailto:ContactSARAH@SARAHomeless.org)  
[PennyBurgess@SARAHomeless.org](mailto:PennyBurgess@SARAHomeless.org)  
[PennyBurgess@SARAHomeless.org](mailto:PennyBurgess@SARAHomeless.org)  
[ContactSARAH@SARAHomeless.org](mailto:ContactSARAH@SARAHomeless.org)

**Join a Working Group!**

Housing Standards Working Group  
 Housing Form Standardization Subcommittee  
 Landlord Engagement Subcommittee

**Contact Name**

Devon Maddox  
 Devon Maddox  
 Ashley Adkins

**Contact E-Mail**

[Devon.Maddox@SVDPSA.org](mailto:Devon.Maddox@SVDPSA.org)  
[Devon.Maddox@SVDPSA.org](mailto:Devon.Maddox@SVDPSA.org)  
[Ashley.Adkins@HavenforHope.org](mailto:Ashley.Adkins@HavenforHope.org)



Veteran Working Group  
Chronic Homelessness Working Group  
Join Youth Working Group

Marc Wonder  
Katelyn  
Underbrink  
Katelyn  
Underbrink

[Marc.Wonder@SanAntonio.Gov](mailto:Marc.Wonder@SanAntonio.Gov)  
[KatelynUnderbrink@SARAHomeless.org](mailto:KatelynUnderbrink@SARAHomeless.org)  
[KatelynUnderbrink@SARAHomeless.org](mailto:KatelynUnderbrink@SARAHomeless.org)

