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
  • AGIF-NVOP
  • Corazon Ministries
  • Edgewood ISD
  • Endeavors
  • FVPS
  • San Antonio Food Bank
  • Haven for Hope
  • NEISD
  • Pay it Forward Ministries
  • Salvation Army
  • SAMMinistries
  • San Antonio AIDS Foundation
  • St. Vincent de Paul
  • Texas Rio Grande Legal Aide
  • THRIVE
  • Veteran’s Affairs
  • Visitation House Ministries

• Public Comment:
  • Tyler Shoesmith 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 27th

• Coordinated Entry – Katie Vela
  • Committee Updates
    o SimTech Solutions currently working on extracting reliable data
    o Gathering of reliable data aid in a less manual approach to Coordinated Entry
    o Bi-weekly Case Conferencing to continue
    o 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 SARAH team
  - SARAH to hire a CoC Project Manager to Plan 2018 Point-In-Time Count
  - Point-In-Time Count Results posted on SARAH 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?
  - **SARAH Support Staff:** Kathy Lacy
  - **Next meeting:** Wednesday, June 11, 2018 @ 1:00 pm, 202 Connelly St.

• **Chronic Homelessness Workgroup – Elected Chair: Morjoriee 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
  - **SARAH 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
  - **SARAH 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

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**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 with questions

• **Chronic Homelessness Documentation & Housing Training – Katelyn Underbrink**  
  • E-Mail KatelynUnderbrink@SARAHomeless.org to request training.

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**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
  • Let SARAH staff know if missing a place card for Membership Council: E-mail Penny Burgess at pennyburgess@sarahomeless.org
  • 2018 Point-In-Time Count shirt give away

• Adjournment: 3:50 PM

Continuum of Care Contact List

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

Join a Working Group!
Housing Standards Working Group
Devon Maddox
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Ashley Adkins
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Veteran Working Group
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Chronic Homelessness Working Group
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Join Youth Working Group
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