



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; San Antonio, TX 78215

November 29, 2018  
2:30 p.m. – 4:00 p.m.

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

### **1. Call to Order – 2:37PM**

- In attendance:
  - AGIF-NVOP
  - Center for Healthcare Services
  - Corazon Ministries
  - Daughters of Charity Services
  - Department of Human Services
  - Endeavors
  - ESC-20
  - FVPS
  - Haven for Hope
  - HFCC / Catholic Worker House
  - HMIS
  - NEISD
  - SAMMinistries
  - Salvation Army
  - San Antonio AIDS Foundation
  - Serendipity Alliance
  - Strong Foundation
  - SVDP
  - Texas Rio Grande Legal Aid
  - Thrive

### **2. Public Comment - None**

### **3. Presentation by Dr. Hans Bruntmyer – Street Medicine San Antonio (SMSA)**

- Dr. Bruntmyer presented his new organization called Street Medicine San Antonio, which was approved as a 501c yesterday. His program aims to fill the need he sees in San Antonio for providing street health care to those experiencing homelessness to avoid costly ER visits while also helping them reintegrate into society with dignity.
- Dr. Bruntmyer is a professor at UIW and discussed that 50-60 of his students have formed a group that will be giving medical care at the PIT Count. His students will also be preparing feminine hygiene kits for distribution at the PIT Count. This will be SMSA's kick-off event; afterward, they will be doing street medicine once per week and eventually up to four times per week.
- Dr. Bruntmyer also presented on his students creating "plarn" mats every other Friday at the UIW Campus Dining Hall on 7615 Kennedy Hill Drive. This is open to the public.
- There was a question from Robert Galan regarding the possibility of SMSA providing care in shelters. Dr. Bruntmyer responded that this may eventually be an option but not currently.
- There was a question from Dr. George Patrin regarding how to best align these clients with a primary care physician. A discussion ensued regarding where clients can go for care. Marie Lopez noted that a requirement for permanent supportive housing is to have documentation of a disability. Molly Biglari responded that Centro Med can serve anyone in the community, not just Haven for Hope clients. She stated this could be a



source of obtaining that documentation. Carol Gamble replied that Corazon Ministries has a physician on staff every Sunday morning who can function as a primary care physician and diagnose.

- There was a final question from Tom Shaw asking what the most important items they need that organizations could donate. Dr. Bruntmyer responded that bug spray and antibiotic spray would be helpful donations.

#### 4. Approval of Prior Meeting Minutes – Marie Lopez

**Motion:** Haven for Hope **Second** Salvation Army **Abstain** None **Passed** Yes

### CoC BOARD REPORT AND CoC COMMITTEES

#### 5. SARAH Board Report – Marie Lopez

- Marie presented that at the last Board meeting, there were chairs approved for committees, including PIT, Coordinated Entry, and HMIS Committee. The purpose for this is to encourage more board involvement in the committees. Marie also encouraged the membership council to attend committee meetings.

#### 6. Coordinated Entry Committee – Emily Miller

**Updates:** Salena Santibañez from the CoC Board of Directors has been elected to Co-Chair this committee. December Meeting is cancelled. Committee location in 2019 will be SARAH's new conference room. Committee structure will be revisited to support policy-making role.

**Next CE Committee Meeting:** TBD in 2019. For now, please contact [CE@SARAHomeless.org](mailto:CE@SARAHomeless.org) and attend Bi-Weekly Case Conferencing for referral support.

**Next Case Conferencing:** Monday, December 3, 2018 @ 1:30 – 4:00 p.m. Location: 611 N. Flores St. (AGIF)

#### 7. HMIS Governance Committee – Katie Vela (shifting to Emily Miller)

**Updates:** HMIS Committee structure under review with ICF (HUD Technical Assistance Provider).

Planning to call the group "HMIS Advisory Committee" to emphasize policy-making role for the CoC.

**Next Committee Meeting:** TBD in 2019. For now, please continue to submit HMIS requests to [HMIS.Support@havenforhope.org](mailto:HMIS.Support@havenforhope.org). Policy-level concerns can be directed to [EmilyMiller@SARAHomeless.org](mailto:EmilyMiller@SARAHomeless.org).

#### 8. Point-in-Time Count Committee – Emily Miller

**Updates:** Volunteer registration was released online! Be on the lookout for an email with the link and it will also be up on our website and Facebook. *Reminder: Homeless service providers are greatly needed to register as Team Leads!*

**Next PIT Committee Meeting:** December 13, 2018 at 11:00 a.m. Location: 4100 E. Piedras Dr. Ste. 105 (New SARAH Conference Room)

**Point-in-Time Count:** January 24<sup>th</sup>, 2019.



## WORKGROUP UPDATES

### 9. Veteran Workgroup Update – Chair: Marc Wonder / Co-Chair: Vacant

- Marc presented that enrollment numbers are down to 334 as placements are going up. There has been some communication issues among agencies as staff turnover occurs and Marc recommends that more mid-level managers attend the workgroup so that decisions can be made. This can also help avoid duplication of efforts.
- Marie noted that the VA is encouraging Rapid Resolution in San Antonio, which is a diversion project.
- **Next Meeting:** Wednesday, December 12, 2018 @ 1:00 p.m. – 4:00 p.m., 202 Connelly St.

### 10. Chronic Homelessness Workgroup Update – Chair: Morjorie White / Co-Chair: Cliff Cantu

- Morjorie presented that the Rapid Rehousing pilot is continuing to do well; as of November 18<sup>th</sup>, 18 people have been housed. Their main concern when choosing clients was longevity of homelessness. They are wanting to expand this program in the future.
- **Next Meeting:** Friday, December 14, 2018 @ 2:00 p.m. – 3:30 p.m.; Location; TBD

### 11. Youth Workgroup Update – Chair: Tyler Shoesmith / Co-Chair: Mandy Tyler

- Tyler presented that the workgroup is continuing to work on the UISH benchmark for ending youth homelessness. The workgroup is currently on the 5<sup>th</sup> benchmark. Once completed, the group will return to the 1<sup>st</sup> benchmark and begin to collect evidence that San Antonio has reached the qualifications. The next meeting will be at Roy Maas to tour Centro Seguro. Tyler also mentioned that there will be a press release soon regarding ISDs partnering with SAPD in a new program which will allow teachers to receive information on children who have been victims of or witnesses to a crime. That way, the teacher can intervene and send the student to the counselor instead of disciplining them.
- **Next Meeting:** Friday, December 7, 2018 @ 9:30 a.m., 4203 Woodcock Dr. Ste. 110 (Goliad Building)

### 12. Housing Strategies Workgroup Update – Chair: Ashley Adkins / Co-Chair: Vacant

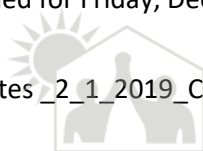
- Kathy Lacy presented for Ashley and stated that are continuing to work with local landlords and attempting to achieve more landlord representation.
- **Next Meeting:** Tuesday, December 4, 2018 @ 11:00 a.m. – 12:00 p.m., H4H Board Room

*If you are interested in attending a SARA Committee or Workgroup, See CoC Contact List*


## CoC LEAD AGENCY UPDATE

### 13. Continuum of Care Operations – Katie Vela

- CoC Memorandum of Understanding Update
  - The MOU process is currently being managed by Emily Miller. This process will ensure contract dates will be confirmed. Every year before you execute your program, SARA will meet with you to help you plan and give support.
- CoC Performance Scorecards under Review
- Prioritizing HMIS Planning and Strategy Meetings
- Reviewing CoC/ESG Written Standards
  - There are standard policies and procedures for the written standards. We will be bringing them to this group for approval in the future. They are currently on the SARA website.
- Next CoC Monthly Call: Scheduled for Friday, December 28, 2018 at 10:00 a.m.




#### 14. SARAH Operations Report – Katie Vela

- NEW Job Posting: Coordinated Entry and Navigation Manager – closes on December 7, 2018
- Updated SARAH Organizational Chart 
- Office Expansion beginning December 1st, 2018
- Hunger & Homelessness Awareness Week Review
  - Chelsey and Morjorie presented that the week was full of a variety of events from volunteer activities, to outreach, to educational events. Thank you to all the organizations that participated! We are looking forward to making it bigger and better next year.

### HMIS LEAD AGENCY UPDATE

#### 15. HMIS Operations

- HMIS Upgrade and Data Clean-up Update 
  - Daniela presented that HMIS's goal is to have no workflow stoppages. The clean-up update will occur on a Saturday. The team has been testing the updates regularly and working with CaseWorthy.
- ICF Session Update
  - Brenda reported that the ICF identified opportunities for improvement.
  - Katherine presented that the relationship between SARAH and Haven for Hope is working well and that ICF will engage with us through mid-spring. The main question being asked is: How do we support the HMIS configuration that we have? She also noted that the CoC Board has assigned a member to chair the HMIS Committee.

### MEMBERSHIP COUNCIL BUSINESS

#### 16. Discuss Creation of Family Homelessness Workgroup & Interest in Chair Position

- Robert presented the new application for interest in chairing workgroups.
- Katherine noted that there should be a question on there asking if the CEO had signed off on the employee being able to commit themselves to be a workgroup chair.
- Katie asked if the workgroup chair should be an active member of the membership council or if it needed to be approved by the Board?
- After some discussion, Robert stated the form would stay as is.

#### 17. Changes to The Salvation Army TH Space – Conversion to ES space

- Robert presented that they are currently converting programs that will go into effect in the next grant cycle in August. The space will be converted to an Emergency Shelter for families with 40 beds altogether. There will be no limit on their stay and it is first-come, first-serve. The qualifications are that they must be a family, there must be a source of income, and they must pay \$12.50 per night.

#### 18. 2019 Meeting Locations

- So far, the following 2019 meeting dates have locations secured
  - January 31, 2019 – TSA
  - March 28, 2019 – AGIF



- If anyone else would like to sign up to host a meeting in 2019, the following dates are available:
  - May 23, 2019
  - July 25, 2019
  - September 26, 2019
  - November 28, 2019

**19. Issues to Report to CoC Board of Directors – None**

**20. Next Membership Council Meeting Topics – None**

**21. Announcements**

- Updates to Include in SARAH Monthly E-Newsletter: [ChelseyViger@SARAHomeless.org](mailto:ChelseyViger@SARAHomeless.org)
- Let SARAH staff know if missing a place card for Membership Council: [ChelseyViger@SARAHomeless.org](mailto:ChelseyViger@SARAHomeless.org)

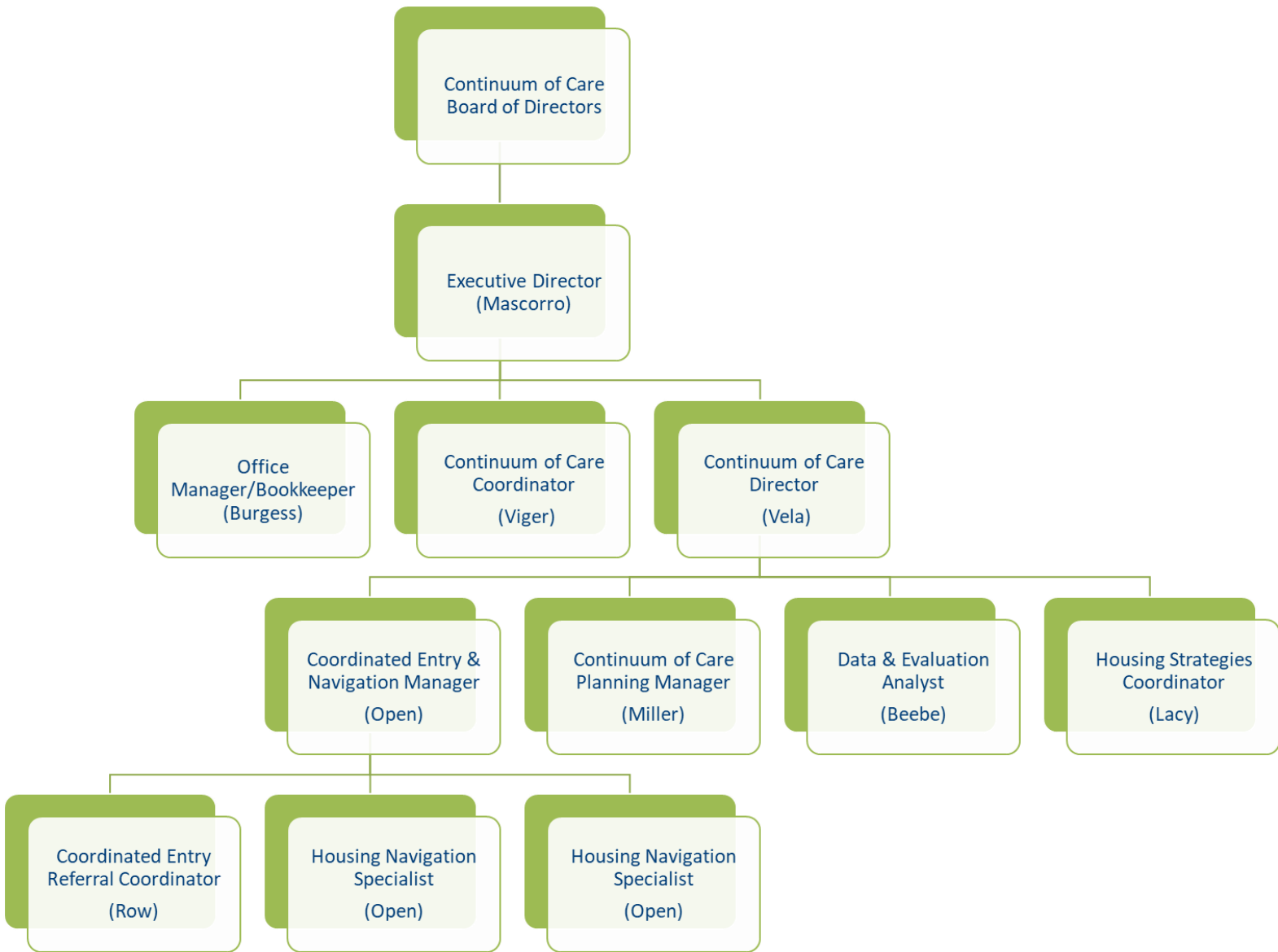
**22. Adjournment – 5:10PM**

**Continuum of Care Contact List**

<b>SARAH Organization</b>	<b>Contact Name</b>	<b>Contact E-Mail</b>
Media Inquiries	Brenda Mascorro	<a href="mailto:BrendaMascorro@SARAHomeless.org">BrendaMascorro@SARAHomeless.org</a>
Funding Opportunity Inquiries	Katie Vela	<a href="mailto:KatieVela@SARAHomeless.org">KatieVela@SARAHomeless.org</a>
Coordinated Entry	CE E-Mail	<a href="mailto:CE@SARAHomeless.org">CE@SARAHomeless.org</a>
Case Conferencing	David Row	<a href="mailto:WDavidRow@SARAHomeless.org">WDavidRow@SARAHomeless.org</a>
HMIS Governance	Katie Vela	<a href="mailto:KatieVela@SARAHomeless.org">KatieVela@SARAHomeless.org</a>
Point-in-Time Count	Emily Miller	<a href="mailto:EmilyMiller@SARAHomeless.org">EmilyMiller@SARAHomeless.org</a>
Membership Council	Chelsey Viger	<a href="mailto:ChelseyViger@SARAHomeless.org">ChelseyViger@SARAHomeless.org</a>
CoC Board of Directors	Chelsey Viger	<a href="mailto:ChelseyViger@SARAHomeless.org">ChelseyViger@SARAHomeless.org</a>
General Inquiries	Contact SARAH	<a href="mailto:ContactSARAH@SARAHomeless.org">ContactSARAH@SARAHomeless.org</a>
<b>Join a Workgroup!</b>	<b>Contact Name</b>	<b>Contact E-Mail</b>
Housing Standards Workgroup	Ashley Adkins	<a href="mailto:Ashley.Adkins@HavenForHope.org">Ashley.Adkins@HavenForHope.org</a>
Veteran Homelessness Workgroup	Marc Wonder	<a href="mailto:Marc.Wonder@SanAntonio.Gov">Marc.Wonder@SanAntonio.Gov</a>
Chronic Homelessness Workgroup	Morjorie White	<a href="mailto:Morjorie.White@SanAntonio.Gov">Morjorie.White@SanAntonio.Gov</a>
Youth Homelessness Workgroup	Tyler Shoemith	<a href="mailto:TShoes@NEISD.net">TShoes@NEISD.net</a>



# SARAH Organizational Chart November 2018



# SARAH Future Organizational Chart November 2019

