



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

SARAH Membership Council Minutes

Marie Lopez – Membership Council Chair

American G. I. Forum
611 N. Flores St.; San Antonio, TX 78205

March 28, 2019
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 – 2:35 p.m.

2. Attendance

- AACOG ADRC
- AGIF-NVOP
- Center for Health Care Services (CHCS)
- City of San Antonio (CoSA)
- Corazon Ministries
- Endeavors
- Family Violence Prevention Services (FVPS)
- Haven for Hope
- HFCC / Catholic Worker House
- HMIS
- NHSD
- SAMMinistries
- Salvation Army (TSA)
- San Antonio AIDS Foundation
- San Antonio Housing Authority (SAHA)
- Thrive
- Veterans Association (VA)

3. Public Comment – None

4. Presentation by Billy Cox – San Antonio’s Community Resource Directory (SACRD)

- SACRD is currently in the process of becoming a 501c. Their mission is to create a directory of compassionate services in San Antonio and surrounding areas. They are looking at assisting families and individuals in finding resources that are nearby. They will be hiring staff whose sole job will be to keep the directory up to date.
- There was an analysis completed that showed gaps in food pantry coverage as well as areas where there were overlapping services. This will be the first list of resources that represents a collaboration between social service agencies and faith-based groups. Being a part of this list can give your organization visibility.
- The question has been posed if this is the same service as 211. Mr. Cox reported that 211 must verify all its resources and thus is sometimes not 100% up to date. Moreover, this



service is more helpful for navigating people through the system as the list of resources can be overwhelming.

- Their website is www.SACRD.org. In order to be listed as a resource, click on the “Join Us” button. If you need to update your information, you will follow the same process.

5. Approval of Prior Meeting Minutes – Marie Lopez

Motion TSA Second Haven for Hope Abstain None Passed Yes

CoC BOARD REPORT AND CoC COMMITTEES

6. SARAH Board Report – Marie Lopez

- The Board of Directors met in February. The Board is interested in reviewing the standards for becoming a High Performing Community. If we were to get this designation, we would obtain an unknown amount of prevention dollars. Currently no one in the United States is considered a High Performing Community.
- The Board also spoke about strategy and planning surrounding diversion. The SSVF program with AGIF and Endeavors has been given the green light to start a diversion program with Veterans, which must be in place by July 2019. We want to expand that out to HUD-funded CoC programs. We are also looking at doing some diversion trainings as a community and will soon have a diversion staff member at SARAH.
- The Board decided to hold a special meeting in May to discuss new NOFA policy approval and system measures final report. The next meeting is April 25, 2019.

7. Coordinated Entry Committee – Cliff Cantu

Updates: SARAH staff are currently revising Coordinated Entry Committee bylaws and creating a membership application. The group is hoping to kick off again in May 2019.

Next CE Committee Meeting: TBD in 2019. For now, please contact CE@SARAHomeless.org and attend Weekly Case Conferencing for referral support.

Next Case Conferencing: Monday, April 1, 2019 at 2:00 p.m. to 4:00 p.m. Location: 611 N. Flores St. (AGIF)

8. HMIS Advisory Committee – Katie Vela

Updates: The HMIS Advisory Committee members (see attachment) will be recommended at this meeting and approved at the CoC Board Meeting on April 25th. The first meeting will be May 7th or 8th (details to follow).

Next Committee Meeting: May 2019. For now, please continue to submit HMIS requests to HMIS.Support@havenforhope.org. Policy-level concerns can be directed to KatieVela@SARAHomeless.org.

9. Point-in-Time Count Committee – Katie Vela

Updates: The PIT Committee is currently on hold for the “off-season”. The Committee is scheduled to reconvene in July 2019. We are currently looking at redefining the function of the committee and the seat structure. The numbers from 2018 will be presented the first week in May.

Next PIT Committee Meeting: TBD for July 2019



WORKGROUP UPDATES

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

- Marc reported that the workgroup proposed a memorandum to the Board for approval that clearly defines what constitutes a Veteran and what verification is required. The goal is to streamline a community-wide standard for updating documents into HMIS as well as defining the definition of a Veteran.
- There have been quite a few complex cases that have come up recently and it's been encouraging to be able to get together as a community to formulate a plan.
- The PTSD Foundation is trying to formulate a program for female Veterans. They want to spearhead this endeavor to create a camp for female Veterans to meet each other and find resources that are available to them. The Military Foundation is a potential funder.
- Yesterday, there was a groundbreaking ceremony for Canines for Warriors. They are going to be taking animals out of animal care services, screening them for service ability, and given to Veterans. If you have or know anyone who has animal training experience, go to their website to apply at www.K9forwarriors.org.
- Since October, there have been under 300 Veterans enrolled in HMIS. They have also been hitting a standard of under 90 days to house Veterans.
- There was a recent HUD NOFA for case management for Veterans in SSVF or Per Diem program.
- Marie reported that the VA programs have been granted access to Veteran verification at intake through a program called Squares. This will help them in verifying if someone is a Veteran.
- **Next Meeting:** Wednesday, April 3 2019 @ 1:00 p.m. – 4:00 p.m.; Location: 202 Connelly St.

11. Chronic Homelessness Workgroup Update – Chair: Morjorie White / Co-Chair: Vacant

- The Chronic Workgroup has been continuing to look at the USICH benchmarks to end chronic homelessness.
- One gap in service that has been identified in these discussions is a comprehensive outreach plan. The question is how we can all use the same platform with reporting and definitions. One possible solution is called Outreach Grid, which is being used in Dallas and some areas in California. This software can interface with HMIS. They have a demonstration scheduled to see if it could work in our community.
- The group is also working with SARA and SAHA regarding Homeless Preference. The Move-On Initiative is for clients that are currently in PSH that no longer need the intensive wrap-around services and could move on if they received a Section 8 voucher. Then, someone else could use their space on PSH. SAHA is setting aside 40 vouchers. If you have a PSH program, we will be trying to coordinate and review application to figure out who is the best fit for this.
- CoSA has an RFP out to help them with the outreach grid if they are unable to afford it.
- **Next Meeting:** Friday, April 12, 2019 @ 2:00 p.m. – 3:30 p.m.; Location: Haven for Hope Volunteer Center Rooms A/B

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

- The Youth Workgroup is continuing to work on USICH benchmarks but will be taking a shift for the next couple of months due to the YHDP NOFA, which could bring between \$1-\$15 Million to our community.
- Please let Emily know if you want to participate in the YDHP Stakeholder Meeting and look out for more information.



- SARAH is also creating a Youth Action Board which is a component of YHDP. If you are aware of anyone, please put them into contact with Emily.
- **Next Meeting:** Friday, April 5, 2019 @ 9:30 a.m.; Location: 4100 E. Piedras Dr. Ste 105 (SARAH Conference Room)

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

- After meeting with Triff Properties, the Housing Workgroup hasn't heard anything more from them. They are still wanting to obtain a full list of their housing properties in San Antonio. People are claiming to get eviction notices and having law enforcement come to their doors when they have already paid their rent. They will continue to reach out to them.
- The workgroup will be having a landlord event possibly on May 15th, tentatively at the Salvation Army or St. Phillips College.
- The workgroup received news that they cannot change the habitability form but can look at editing it with co-compliance from the city.
- CoSA was approved for a \$1 Million Mitigation Fund. There is a provision for \$50,000 to go toward SARAH for the Rental Incentive Fund. We will keep everyone posted on what this process will be.
- **Next Meeting:** Tuesday, April 2, 2019 @ 11:00 a.m. – 12:00 p.m.; Location: 202 Connelly St.

14. Family Homelessness Workgroup Update – Chair: Kami King / Co-Chair: Vacant

- The Family Workgroup has its initial meeting this month. It will be held on the third Tuesday at Haven. Please encourage your staff to attend. The USICH benchmarks will lead much of the discussion as well as creating objectives and goals. The 1st benchmark is about discovering how many families are homeless in your community.
- **Next Meeting:** Tuesday, April 16, 2019 @ 3:30 p.m. – 4:30 p.m.; Location: Haven for Hope Volunteer Center Rooms A/B

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

CoC LEAD AGENCY UPDATE

15. Continuum of Care Operations – Katie Vela

- CoC Competition Debriefing Update
 - We scored 175 with the average score being 160. One highlight is SPM will continue to increase in point value. If you are getting emails for data quality corrections, we need to show all the work that you have done to increase the funding we can receive. Please prioritize that in the next several weeks.
- YHDP Competition Update
- YHDP Stakeholder Meeting
- Rental Incentive Fund Update
- CoC Performance Scorecards for NOFA under Review
 - We are working on the definition process with HMIS and will have a draft report to share in the next couple of weeks.
- Training Program Efforts
 - SARAH would like to start a CoC Training Program this summer that will be open to grantees and anyone in the community that has an interest in homeless service. Ideas for training are Homeless Preference, Equal Access, Gender Identity, and Final Ruling. Contact EmilyMiller@SARAHomeless.org if you have an expert at your agency.



- Next CoC Monthly Call
 - Cancelled for April! Next scheduled on May 24, 2019 at 10:00 a.m.
- Membership Council leadership meeting: Tentative for June 2019
- The Board is interested in an update on goals and objectives for the workgroups. Deadline for this is April 10th.

16. SARAH Operations Report – Katie Vela

- Hired Cliff Cantu: Coordinated Entry Director
- Hired Marcos Carmona: Coordinated Entry Referral Specialist
- Housing Navigator positions still posted

HMIS LEAD AGENCY UPDATE

17. HMIS Operations

- Upcoming 2020 HMIS Data Standards
 - These will be changing in the Fall.
- Reporting Updates
 - System Performance Measures – You will continue to get emails on whether you have checked these reports. You must respond that yes, they have been checked.
 - LSA Upload – HMIS is making corrections as needed. HUD sent a report to Caseworthy of all customers that had issues.
 - Annual Assessment Alerts – These have been created and will be sent to the case manager assigned to enrollment or to person who created the enrollment then to program manager.
 - Workflow issue was fixed today!
- Department Updates
 - HMIS Team Members – They have a full team right now. Daniela is now working in Data Quality under Kami.
- SA Homelink Training Update
 - Send an email to CE@Sarahomeless.org. Do not send a ticket through HMIS. Please put in the subject line “SA Homelink Training Request”.

MEMBERSHIP COUNCIL BUSINESS

18. Review and Feedback on By-Name List Brainstorming Session – Emily Miller

- A meeting was held regarding the by-name list. We are trying to find a way to keep live tracking updates available in the homeless system. Target population-specific data is going to be pulled into the BNL as well.
- Cliff Cantu with SARAH has used a community-wide BNL before. The goal is to have a universal list that all providers can access and look at the same pool of folks instead of a bunch of different lists. The list shows the prioritization and gives you a list of the top 10 referrals that meet your eligibility requirements. The main overall goal is that everyone is using the same definitions.
- We will be working with HMIS regarding the data points.

19. Review of Bylaws for Membership Council Participation Requirements – Emily Miller

- Emily reviewed how to retain voting status. We are currently trying to figure out who is active and who is not.



- You must come to at least 75% of Membership Council meetings in one year and you can have 4 members designated to vote. If you haven't been to two consecutive meetings, you will need to re-apply to get your voting status back.
- We will be sending out a new Membership Council application soon to everyone to make sure that we have your updated information.

20. Family Homelessness Workgroup Co-Chair Election

- Candidates: Mandy Spencer (H4H) / Nena Murphy (TSA) / Erica Martinez (Endeavors)
- Most Votes: Erica Martinez

21. Veteran Homelessness Workgroup Co-Chair Election

- Candidates: John Gauna (H4H) / Joe Figueroa (AGIF)
- Most Votes: Joe Figueroa

22. Housing Strategies Workgroup Co-Chair Election

- Candidates: Sara Wamsley (NHSD) / Mario Cuevas (TSA)
- Most Votes: Sara Wamsley

23. Membership Council Service Director At-Large Position

- Candidate: Annie Erickson (Endeavors)
- Most Votes: Annie Erickson

24. HMIS Advisory Committee Member Recommendations – See Attachment B

- If you have recommendations for members for the Board, please share now.
- Leslie Shultz mentioned she would fill the seat for the Domestic Violence Agency representative.

25. New Member – Palo Alto College

26. 2019 Meeting Locations

- So far, the following 2019 meeting dates have locations secured
 - May 23, 2019 – Endeavors Cohen Clinic
 - September 26, 2019 – Endeavors Cohen Clinic
- If anyone else would like to sign up to host a meeting in 2019, the following dates are available (FVPS and Salvation Army offered)
 - July 25, 2019 – SAMMinistries
 - November 14, 2019

27. Issues to Report to CoC Board of Directors

28. Next Membership Council Meeting Topics

29. Announcements

- Updates to Include in SARAH Monthly E-Newsletter: ChelseyViger@SARAHomeless.org
- Let SARAH staff know if missing a place card for Membership Council: ChelseyViger@SARAHomeless.org
- Ashley Adkins – Free Renter's Workshop on April 25, 2019 at Haven for Hope, Carlos Alvarez Volunteer Center from 10AM – 11:30AM.
- Morjorie White



- If anyone is interested in being the co-chair for the Chronic Homelessness Workgroup, please apply!
- CoSA has met with BCSO to talk about homeless outreach beyond the city limits.
- CoSA is going to be launching an Alternative Giving Campaign. The goal is to encourage individuals to give to a general fund instead of panhandlers. There will be an outreach aspect of this to ensure services are being addressed to the panhandlers. Alternative Giving will be piloted in District 8. CoSA is partnering with SARA on this. We need success stories about individuals and families. SARA will be coordinating this to get you registered.

30. Adjournment – 4:00pm

Continuum of Care Contact List		
SARAH Organization	Contact Name	Contact E-Mail
Media Inquiries	Brenda Mascorro	BrendaMascorro@SARAHomeless.org
Funding Opportunity Inquiries	Katie Vela	KatieVela@SARAHomeless.org
Coordinated Entry and Navigation	Cliff Cantu	CliffordCantu@SARAHomeless.org
Coordinated Entry general inquiries	CE E-Mail	CE@SARAHomeless.org
Case Conferencing	Marcos Carmona	MarcosCarmona@SARAHomeless.org
HMIS Advisory	Katie Vela	KatieVela@SARAHomeless.org
Point-in-Time Count	Chelsey Viger	ChelseyViger@SARAHomeless.org
Membership Council	Emily Miller	EmilyMiller@SARAHomeless.org
CoC Board of Directors	Chelsey Viger	ChelseyViger@SARAHomeless.org
General Inquiries	Contact SARA	ContactSARA@SARAHomeless.org
Join a Workgroup!	Contact Name	Contact E-Mail
Housing Strategies Workgroup	Ashley Adkins	Ashley.Adkins@HavenForHope.org
Veteran Homelessness Workgroup	Marc Wonder	Marc.Wonder@SanAntonio.Gov
Chronic Homelessness Workgroup	Morjorie White	Morjorie.White@SanAntonio.Gov
Youth Homelessness Workgroup	Tyler Shoemith	TShoes@NEISD.net
Family Homelessness Workgroup	Kami King	Kami.King@HavenForHope.org

