



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

## Continuum of Care Board of Directors Meeting Minutes

*Leilah Powell, Board President*

GoToMeeting

<https://global.gotomeeting.com/join/678902317>

1 (312) 757 – 3121 Access Code 678-902-317

June 25, 2020

3:00 – 5:00 PM

---

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

### 1. Call to Order

The June 25, 2020 CoC Board of Directors meeting was called to order by Board President Leilah Powell. The meeting was conducted virtually due to the COVID-19 pandemic.

### 2. Present:

Leilah Powell, Craig Hopkins, Lori Stinson, Melody Woosley, Jo Estrada, Roy Fletcher, Greg Matula, Gregory Zlotnick, Leslie Komet, Phillip Beckett, Salena Santibanez, Kameron Rhys, Estella Garza, Brenda Mascorro, Katie Vela, Richard Huron, Azza Kamal, Chelsey Viger, Penny Burgess.

**Guests:** Katherine Dillard

**Absent:** Annie Erickson, Tammye Trevino

### 3. Public Comment

There was no public comment.

## SARAH NONPROFIT BUSINESS

### 4. Board Member Recognition – Leslie Komet, Greg Zlotnick, Leilah Powell

### 5. Homelessness Updates Roundtable

LISC secured \$70,000 in funding for Crosspoint to implement a Telehealth system to help with releases from Bexar County Jail to assist with prevention.

### 6. Consent Items

March, April, and May Financial Reports (pg. 1-6)

- Richard Huron described the financial reports and any loss or revenue changes. Leilah asked if we are missing any programmatic expenditures or if it is more related to remote working. Brenda answered that it is related to remote working; for example, conferences are under budget because of COVID-19. She is confident that we will be able to spend down and use funding in other areas of the budget.

Motion     Lori Stinson     Second     Craig Hopkins     Abstain     None     Passed   Yes



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

Minutes from April 16, 2020 Board of Directors Meeting (pg. 7-11)

Motion Jo Estrada Second Estella Garza Abstain None Passed Yes

**7. Executive Director Report – Brenda Mascorro**

COVID-19 Updates

- Information is continuing to be sent to Executive Committee on Fridays. Continuing to hold weekly COVID-19 Coordination Calls that have been beneficial to the community in sharing updates and resources. Coordinated Investment Strategy workshops regarding federal funding to ensure needs are met. ESG CARES funding is coming through TDHCA and the City and County both received separate allocations; we are holding a collaborative competition and \$15-18 M will be available; easier for those applying and helps the review team know where the money is going. SARAH staff will not be returning to the office until September 1, 2020; with consultant, SARAH has sent a survey out to staff to ensure they are comfortable with current work situation.

Pilot Programs (Vouchers, PLACE, Diversion)

- 45 people have COVID-19 vouchers and are looking for a place to live
- PLACE was a \$50,000 pilot program that started last year and NHSD asked for it to be increased to \$200,000
- With USAA's \$250,000 grant, the Diversion Pilot will help families who are literally homeless

SARAH Rebranding (pg. 12-13)

- We have finalized the new SARAH logo. Decided to launch the first week of September. Leilah thanked the work done by SARAH staff and Board members Leslie and Greg Z.

Youth Community Campaign

- Will launch in the very near future; hired a marketing firm to assist us with the launch

Brenda's Departure

- Leilah announced that Brenda is leaving for Miami, FL with her family and will be with SARAH for the next 3 weeks. Will be engaging with HR consultant to outline recruitment process. Looking for someone to continue to build strong relationships and increased connections among different sectors.

**8. HUD Estimating the Prevalence and Probability of Homeless Youth NOFA- Azza Kamal**

Building on foundation of YHDP and expanding our network and collaboration, signing a handful of MOUs with other agencies to expand survey and data attributes to address youth homelessness. In coordination with various partners, SARAH will apply for this NOFA by July 1, 2020.

**9. Self- Dealing Transactions Policy Approval** 📎 (pg. 14)

Boardroom Project has submitted a proposal to train the Youth Action Board. Salena submitted the proposal so the Board will need to vote considering the Self-Dealing Transactions policy in the by-laws. Salena spoke on behalf of the Boardroom Project, states they work with youth and professional



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

women to increase equity on boards. She wanted to give the youth the opportunity to learn professionalism and to help them leverage it for other boards or employment. The Boardroom Project would provide training on Robert's Rule of Order, financials, public speaking, roles and responsibilities, and networking. Salena left the meeting so the Board could discuss.

Brenda noted that the proposal was just under \$5,000, which means we are not required to bid it out. Leilah stressed that the Board must feel comfortable with the knowledge of the facts of the proposal and Salena's involvement in the transaction. Leilah states she believes it is a fair and reasonable transaction and is in the best interest of the organization. Estella asked if there was a conflict of interest since Salena is a Board member. Leilah stated there is a conflict of interest which is why the Board must make a finding. Phil asked if we could know if the proposal is standard and normal if we do not have any other bids. Leilah responded that in her experience, this is a low bid. A few Board members noted they were comfortable with the bid. Leilah stated we could generate RFPs but that this would increase the workload of the staff. Estella asked if there are companies like the Boardroom Project. Lori stated that yes, there are many organizations and consultants that can do leadership development. Leilah asked if any of them specifically work with young people. Lori said she did not know specifically but that she can find out. Lori asked how difficult it would be to create an RFP process to make this clearer. Katie noted that we do have templates for RFPs, and we could also write an email describing what we need and use the emails as informal bids. The Board agreed that they would like to give others the opportunity and see if rates are comparable.

Item was postponed to the next Board meeting. Leilah said that if this is of critical nature, it can be addressed via electronic vote.

## CONTINUUM OF CARE BUSINESS

### 10. Membership Council Report – Tammye Trevino

In Tammye's absence, Katie Vela gave the update on the May 28, 2020 Membership Council meeting. SARAH shared 2 items from Coordinated Entry Advisory Committee, which are on the agenda today. Membership Council voting seats were addressed, and the council was informed that this would be addressed at a future Board strategy session. Two new agencies were approved into Membership Council – Humans 4 Life and SA Hope Center. Heather Pullen with SA Hope Center and Teshina Carter with SAMMinistries were elected as Chair and Co-Chair of the Family Homelessness Workgroup.

### 11. Membership Council Application – UTHealth School of Public Health, San Antonio Regional Campus (pg. 15-19)

Motion     Lori Stinson     Second     Greg Matula     Abstain     None     Passed     Yes    

### 12. City Homeless Strategic Plan Update – Melody Woosley

Due to COVID-19, the strategic plan is behind schedule. \$500,000 was set aside to address recommendations of the plan; however, they did not make it to City Council in April 2020. The



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

Homeless Strategic Plan Steering Committee is currently reviewing the strategic plan. Edits will be sent back to the consultant and anticipating an August 2020 presentation to City Council. The \$500,000 was recaptured in the mid-year budget because of severe deficit of COVID-19; unsure if this will be included in the FY 2021 budget.

The 5 high-level categories of recommendations are: increase investment in housing, not just affordable but permanent supportive housing; improve communication between system-level partners by implementing a single collective impact leadership group for San Antonio and Bexar County; increase outreach capacity and coordination between outreach groups and develop a single protocol (will begin in July 2021); frequent-user system engagement to learn how people move in and out of the system; developing detailed prioritization policies and targeted interventions that impact the unsheltered population.

Leilah asked which council committee will be reviewing this and Melody stated she believed it is the Culture and Neighborhood Services Committee. Leilah asked if we are still at the stage where feedback can be given on items that should be prioritized. Melody stated she would be in communication with SARAH to get the Board's feedback on the plan.

**13. Operations Report – Katie Vela** 

Inactivity Policy Implementation

- 8% reduction in the waitlist.
- Working closely with partners with an aim to get to 75% reduction by the end of summer 2020.

CHCS Grant Transfer to Endeavors

- Weekly calls with our planning team with a goal of having transfer finalized by August 31, 2020.

Grantee Spending Issues

- The San Antonio AIDS Foundation is on a CoC Performance Improvement Plan to ensure they can drawdown their grant. Need a signature from Board President and will provide an update at the next Board meeting.

**14. Approve YHDP Coordinated Community Plan (CCP)**  (separate document)

Brenda reported that the CCP passed all HUD thresholds, which is a difficult process. It has been reviewed by Board members and has been approved by the Youth Action Board. There are 2 signatures that are needed: Leilah's and Melody's as the CoC Board President and City of San Antonio Representative, respectively.

Motion Salena Santibanez Second Leilah Powell Abstain None Passed Yes



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

**15. Approve Round 1 YHDP Applications for Funding** 📎 (pg.20)

Katie reported these are the projects recommended for funding for the first round. Because of COVID-19, HUD gave communities the flexibility to have multiple funding rounds, there will be a second round focused on a drop-in center. The YAB has already approved the 5 projects (RRH, TH-RRH, and SO) for funding and 2 YAB members were represented on the Independent Review Team.

Leilah asked if Annie was on the call, since she works for Endeavors but she was not on the call.

Motion Leilah Powell Second Salena Santibanez Abstain None Passed Yes

**16. Community Point-In-Time Count Debriefing** 📎 **Brenda Mascorro & Azza Kamal** (pg. 21)

There was a report and presentation completed for the Point-in-Time (PIT) Count. The team also did an internal debrief on improving for next year. A one-pager was created for ease of understanding the data. Azza reported that there will soon be a 10-year trend dashboard along with the yearly dashboard.

Azza also shared the key findings with the Board along with the dashboard that is on our website.

**17. Ratify Point-In-Time Count (PIT) and Housing Inventory Count (HIC) Submission** 📎 (pg. 22-43)

Motion Phil Beckett Second Estella Garza Abstain None Passed Yes

**18. Continuum of Care & Emergency Solutions Grant Written Standards Updates** 📎 (pg. 44)

Katie reported that HUD has regulations and policies for ESG and CoC grants but occasionally will ask people to look at their local policies, which is what this document is. This is a quick update regarding street outreach grantees that will be funded through the upcoming ESG CARES competitions. The update indicates grantees will have to support the Homeless Connections Hotline, participate in bi-weekly street outreach case conferencing, and support to COSA Homeless Resource Hubs.

Motion Greg Zlotnick Second Jo Estrada Abstain None Passed Yes

**19. Youth Action Board Report (YAB) Report - Kameron Rhys & Salena Santibáñez**

Kameron concurred with Katie that the YAB approved the YHDP projects. He noted that the YAB had a member volunteer for Habitat for Humanity last weekend. The YAB voted in a new member, who will be working with their social media accounts. Collaborating with Our Tomorrow with a COVID-19 youth survey. Marcos with SARAH gave a presentation at the Bexar County Foster Service webinar on behalf of the YAB in May. Three YAB members went to a Black Lives Matter vigil on Saturday. The YAB also decided to allow members over 25 who can participate but not vote. Moreover, SARAH staff under age 25 can participate but cannot get paid or vote.



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

**20. Homeless Management Information System (HMIS) Advisory Committee Report – Phil Beckett**

Approve HMIS Policies and Procedures Updates  (pg. 45-49)

- Phil reported that data quality is of upmost importance. There was a data quality taskforce from the committee that was created, and they will be discussing what happens if someone does not follow the data quality standards.
- Updates include removed language that is restrictive.

Motion     Craig Hopkins     Second     Estella Garza     Abstain     None     Passed     Yes    

**21. Coordinated Entry (CE) Advisory Committee Report - Salena Santibáñez & Jo Estrada**

SAHomelink Workflow Pilot Program Approval  (pg. 50)

- The Diversion Pilot will allow more resources into the SAHomelink system to give an alternative to placing someone the SAHomelink Waitlist

Motion     Leilah Powell     Second     Jo Estrada     Abstain     None     Passed     Yes    

SAHomelink Prioritization Tool Approval  (pg. 51)

- This tool will show how individuals will be prioritized on the SAHomelink waitlist considering COVID-19.

Motion     Leilah Powell     Second     Jo Estrada     Abstain     None     Passed     Yes    

**22. Point-in-Time (PIT) Count Committee Report – Leslie Komet & Greg Zlotnick**

Chelsey Viger gave the PIT Count Committee Report in the absence of Leslie and Greg, both who had to leave the meeting. The PIT Count Committee is recruiting for voting members and has begun discussions on incentives and resources. Leilah Powell asked SARAH staff about preparations for PIT 2021 considering COVID-19. Chelsey reported that the committee discussed the need to solicit mask donations. Brenda reported that SARAH would reach out to our HUD technical assistance.

**23. Upcoming SARAH Meetings and Events**

Next CoC Board Meeting	Next CoC Membership Council Meeting
August 27, 2020 3:00 – 5:00 PM Virtual	July 23, 2020 2:30 – 4:00 PM Virtual



**Our Vision:**

Prevent and end homelessness in San Antonio / Bexar County.

**Our Goal:**

Homelessness will be rare, brief, and nonrecurring.

**Committee Meetings & Working Groups**

Title	Point of Contact	Event Details*
<b>Youth Homelessness Workgroup</b>	Tyler Shoemith, North East Independent School District <a href="mailto:tshoes@neisd.net">tshoes@neisd.net</a>	July 17, 2020 9:30 – 10:30AM
<b>Veteran Workgroup</b>	Marc Wonder, City of San Antonio Department of Human Services <a href="mailto:Marc.Wonder@sanantonio.gov">Marc.Wonder@sanantonio.gov</a>	TBD- Meetings currently on hold
<b>Chronic Homelessness Workgroup</b>	Morjorie White, City of San Antonio Department of Human Services <a href="mailto:Morjorie.White@sanantonio.gov">Morjorie.White@sanantonio.gov</a>	July 10, 2020 2:00 – 3:30PM
<b>Housing Strategies Workgroup</b>	Joel Tabar, San Antonio Housing Authority <a href="mailto:Joel_Tabar@saha.org">Joel_Tabar@saha.org</a>	July 17, 2020 11:00 – 12:00PM
<b>Family Homelessness Workgroup</b>	Heather Pullen, SAHope Center <a href="mailto:hpullen@sahopecenter.org">hpullen@sahopecenter.org</a>	July 21, 2020 3:30 – 4:30PM
<b>HMIS Advisory Committee</b>	Azza Kamal <a href="mailto:Azzakamal@SARAHomeless.org">Azzakamal@SARAHomeless.org</a>	August 26, 2020 10:30 – 12:00PM
<b>Coordinated Entry Advisory Committee</b>	Eboni Jett <a href="mailto:Ebonijett@SARAHomeless.org">Ebonijett@SARAHomeless.org</a>	July 1, 2020 10:30 – 11:30AM
<b>Point-in-Time Count Committee</b>	Chelsey Viger <a href="mailto:ChelseyViger@SARAHomeless.org">ChelseyViger@SARAHomeless.org</a>	July 9, 2020 10:00 – 11:00AM
<b>Youth Action Board</b>	Suyapa Munoz <a href="mailto:suyapamunoz@SARAHomeless.org">suyapamunoz@SARAHomeless.org</a>	July 11, 2020 1:00 – 2:30 pm

\*All meetings are currently being held virtually. Please email [madelinecarrola@sarahomeless.org](mailto:madelinecarrola@sarahomeless.org) to be added to a meeting distribution list

**24. Topics for August Board Meeting**

**25. Announcements**

**26. Adjournment**