



Continuum of Care Board of Directors Meeting Minutes  
Thursday, October 29, 2020  
3:00 – 5:00PM

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

**1. Call to Order**

The October 29, 2020 CoC Board of Directors meeting was called to order by President Leilah Powell at 3:05pm. The meeting was held virtually on GoToMeeting due to the COVID-19 pandemic.

- 2. Present:** Leilah Powell, Lori Stinson, Gregory Zlotnick, Phillip Beckett, Estella Garza, Kameron Rhys, Greg Matula, Robert Blanton, Roy Fletcher, Leslie Komet, Salena Santibáñez, Melody Woosley, Jo Estrada, Tammye Trevino, Annie Erickson, Craig Hopkins  
**Absent:** None  
**Guests:** Kenny Wilson, Katherine Dillard, Patrick Steck, Kira Zylstra, Jennifer Best, Latonya Richard  
**Staff:** Katie Vela, Richard Huron, Chelsey Viger, Azza Kamal, Alyssa Gooch, Eboni Jett, Madeline Carrola

**3. Public Comment**

There was no public comment.

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**SARAH NONPROFIT BUSINESS**

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**4. Executive Director Announcement**

President Leilah Powell announced Katie Vela as Executive Director beginning October 26, 2020. She gave thanks to the Search Committee and Richard Huron for his time as Interim Executive Director. At this time, various Board members voiced their support for Vela.

**5. Board Member Recognition**

President Powell recognized the following Board members for their outstanding service:

- Annie Erickson and Salena Santibáñez for their time spent on the Hunger & Homelessness Awareness Week Housing All Youth podcase series.
- Jo Estrada for her work scheduling a one-on-one session with the SARAH team for in-depth learning on Coordinated Entry.
- Salena Santibáñez for her work with the Youth Action Board and the professional development through the Boardroom Project.

## 6. Homelessness Updates Roundtable

President Powell opened up the room for any updates on homelessness. Annie Erickson shared that Endeavors has received double the amount of funding for veteran homelessness in 2021. She noted that after the eviction moratorium ends, they are expecting a surge in financial assistance needed. President Powell noted that she and Vela have been discussing how to coordinate with entities regarding this potential “snowball effect” after the moratorium ends on January 1, 2021 and that this is a priority for the Board.

President Powell also noted that there was a report released on the intersection of mental health care services and housing and homelessness. This is an item she would also like to see on a future agenda.

## 7. Consent Items (p. 5 – 19)

- Minutes from August 27, 2020 Board of Directors Meeting  (p. 5 – 13)
- September 2020 Financial Reports  (p. 14 – 19)

Motion Phillip Beckett Second Lori Stinson Abstain None Passed Yes

## 8. ICF Work Plan Presentation – Jennifer Best & Kira Zylstra, ICF (p. 20 – 27)

Jennifer Best and Kira Zylstra introduced themselves as consultants at ICF who are assigned by HUD to the San Antonio/Bexar County community to do disaster planning. They gave a presentation on their work thus far and priorities moving forward.

Annie Erickson asked if ICF was planning to coordinate with systems such as the court system in their work with eviction prevention. Zylstra responded that SARA had begun some work prior to ICF’s involvement and they are coordinating efforts around resources available in the community and how partners are currently working together. The goal of targeted prevention is how to prioritize limited resources to those who are most likely to become homeless and to create a framework so community members know how to navigate this system. President Powell added that they are planning for a roundtable the third week in November, which will include the Texas Housing Stabilization Network and other legal services partners, to begin early conversations of who is working on this.

## 9. City of San Antonio Homeless Strategic Plan Update

Patrick Steck, Department of Human Services, presented an update on the City’s Homeless Strategic Plan, a process which began around a year ago. Homebase was hired as the consultant and last winter, stakeholder interviews were conducted and a draft of the plan was completed in April 2020. Homebase delayed the release of the plan when the COVID-19 pandemic hit and since then, they’ve incorporated changes that have come with the pandemic, including new funding streams. The plan is to present the plan at the December 16<sup>th</sup> City Council meeting before unveiling to the public. After that, the marketing and communications of the elements to the community would begin along with working with partners and stakeholders on beginning the implementation. The one piece that is moving forward is coordinated outreach. The Department of Human Services is hiring new outreach staff to each district

#### 10. Executive Director Report – Katie Vela

- SARAH Rebrand – Katie Vela announced that SARAH unveiled its rebrand of SARAH and Homelink. The tagline Alliance to House Everyone focuses SARAH’s work on housing as opposed to homelessness to reframe the issue and emphasize solutions. The word ‘everyone’ represents our goal that every person has access to services and housing and that resources are being distributed equitably.
- Bexar County Strong Grant and Big Give Success – Vela presented that SARAH obtained a grant for nearly \$9,000 to purchase PPE and technology solutions. Furthermore, the Big Give brought in nearly \$3,000, thanks to the generosity of the CoC Board.
- YHDP Drop-in Center Location – Vela presented that SARAH is continuing conversations with the City of San Antonio and Bexar County to find a building or funding source that could be utilized for a youth and young adult drop-in center. This Request for Proposal is expected to be released in late December and into January.
- Immediate Priorities – Vela presented that immediate priorities include preparing for upcoming evictions in early 2021, focusing on the Movement and the commitment we made to HUD, the YAB, and our community, and operational stability at SARAH.

#### 11. Nonprofit and Governance Bylaws Update Section 4.12 – Chelsey Viger (p. 28)

SARAH proposed an update to the Governance Bylaws Section 4.12 Action Without A Meeting to clarify that all Board members must approve an item that is proposed outside of a meeting.

Motion Lori Stinson Second Jo Estrada Abstain None Passed Yes

#### 12. FY2019 SARAH Audit Special Meeting – Richard Huron

SARAH updated the Board that there will be an optional special meeting on November 10, 2020 with SARAH’s accounting firm presenting the FY19 Audit. This Audit will be presented as an approval item in the December meeting.

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### CONTINUUM OF CARE BUSINESS

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#### 13. Membership Council Report – Katie Vela

- Post-Eviction Moratorium Planning – Vela presented the Membership Council report, including an item for the CoC Board of Directors on post-eviction moratorium planning.

#### 14. Operations Report – SARAH Team (p. 29 - 52)

- Equity in CoC Governance Presentation  (p. 29 – 39) – Madeline Carrola presented the results from the demographic survey sent to CoC governing bodies. After this presentation, Board members Leilah Powell, Annie Erickson, and Lori Stinson expressed interest in continuing a conversation about equity in leadership and governance. Katie Vela noted that addressing disparities in new funding sources is crucial. Moreover, using

the results in the survey to determine if our governance structure represents the populations we serve.

- ESG CARES Funding Update – Alyssa Gooch presented that there is a 2<sup>nd</sup> allocation of ESG CARES funding from TDHCA in the amount of \$3.6 Million available to our community and that SARAHA will again be the coordinator of this funding competition.
- Homelink Update (p. 40 - 52) – Eboni Jett presented an update on Homelink, our community's Coordinated Entry System. In the past 6 months, SARAHA has implemented a new prioritization tool, the inactivity policy (in which 92% of the waitlist was removed to only reflect clients who are actively needing services), the monthly summary report (number of new enrollments and referrals), updated workflows, improved training, and new partner onboarding. Furthermore, there are new communications strategies to help clients and access points.

#### **15. Data & Research Report – Dr. Azza Kamal**

- Data Use Agreement for Identified Data (PII) – Dr. Azza Kamal shared that there is already an established process for de-identified data but there needs to also be a process for identified data as connections through different systems are needed while continuing to protect client data. Prior to submitting a request for identified data, the person requesting must sign a data use agreement form and the data review team will determine if it can be granted.
- Research on Prevention Indicators and Locations – Dr. Azza Kamal presented that there is now a quantifiable score to prioritize by socio-economic factors, demographics, income, geography, and risk level. The high-risk zip codes have been identified and we are trying to map the individual instances where people received or were rejected assistance to determine where gaps may be from the lens of equity in access.
- Research on Permanent Supportive Housing – Dr. Azza Kamal presented that an intern is currently working on the decision process as it relates to PSH through Homelink. Research department will be applying for \$25,000 in funding through Notre Dame to support this project.

#### **16. Communications & Development Report – Chelsey Viger**

- Movement to House All Youth – Chelsey Viger presented a reminder for the Board to join the Movement to House All Youth.
- Hunger & Homelessness Awareness Week – Nov. 15 – 22<sup>nd</sup> – Chelsey Viger presented that this advocacy week is next month and we encourage the Board to get involved with the events that week.

#### **17. Youth Action Board Report (YAB) Report – Kameron Rhys & Salena Santibáñez**

- Movement to House All Youth – Kameron Rhys, President of the YAB, concurred with Chelsey Viger's earlier statement, encouraging Board members to join this important movement.
- SARAHA Mentoring Program – Kameron Rhys presented that the YAB is in the early stages of developing a mentoring program to empower the YAB regarding career and personal growth.



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- Hunger & Homelessness Awareness Week – Kameron Rhys stated that the YAB has been collaborating with SARA to create the House All Youth Podcast Series and that a YAB member will be featured on at least one podcast.
- Big Give Funding – Kameron Rhys stated they are developing their technology procedure which will be approved by the YAB in the upcoming weeks.
- The Boardroom Project – Salena Santibanez presented that the first Boardroom Project event covered board development and board leadership. Salena shared that a portion of the training was dedicated to informing the YAB of other opportunities to give authentic voice into the CoC.

#### **18. Homeless Management Information System (HMIS) Lead Updates – Katherine Dillard (p. 53 – 55)**

- HMIS FY20 Accomplishments 📎 (p. 53) – Katherine Dillard shared the 2020 accomplishments for HMIS, which included the MOU with the CoC, virtual trainings, and coordination with HMIS Advisory Committee.
- HMIS Lead Updates 📎 (p. 54)
  - Vendor Contract Extension – HMIS has moved forward with executing the vendor contract that was approved by the CoC Board. They will be increasing their license capacity to 2000 users.
  - API Development – There will be a separate scope of work with CaseWorthy to develop an API. This will support the data transfer with Outreach Grid.
  - Updated 2020 User Interface – This is in testing mode and in compliance with existing system updates through the vendor.
- Ratification of HMIS Policies and Procedures Verbal ROI 📎 (p. 55) – An email was sent to the Board members to approve an edit to the HMIS Policies and Procedures to allow for verbal release of consent. All Board members approved via email. This item is presented as a ratification to the email approval.

Motion Phil Beckett Second Jo Estrada Abstain None Passed Yes

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

- Recruitment of HMIS Advisory Committee Co-Chair – Phil Beckett presented that the committee is recruiting for a co-chair. Leilah asked that an email be sent out to the Board to recruit a co-chair.
- Ad-Hoc Subcommittee Reports
  - Government Entity on the Use of HMIS – There are four government entities that have not responded to the survey – Adult Protective Services, Department of Family and Protective Services, the Housing Authority, and the San Antonio Police Department. Leilah offered to help connect with these agencies.
  - Housing Inventory Count (HIC) Reporting – The original plan to begin the quarterly process in December 2020 has been postponed to early 2021. The annual HIC will occur in February 2021.



**20. Coordinated Entry (CE) Advisory Committee Report - Salena Santibáñez**

- Recruitment of CE Advisory Chair for 2021 – Salena Santibanez reported she will be stepping down as the Chair of this committee to focus more time on her role as the liaison to the Youth Action Board.

**21. Point-in-Time (PIT) Count Committee Report – Leslie Komet (p. 56 – 57)**

- HUD Guidance Updates – Leslie Komet reported that HUD has yet to release guidance about the 2021 Point-in-Time Count.
- COVID-19 Contingency Planning – Leslie Komet described various alterations the 2021 PIT Count may undergo due to COVID-19.
- Methodology Approval (p. 56 – 57) – Leslie Komet presented the 2021 PIT methodology recommendation from the PIT Count Committee.

Motion Leilah Powell Second Melody Woosley Abstain None Passed Yes

**22. Consumer Seat Re-Election – Salena Santibáñez**

Motion Greg Zlotnick Second Leslie Komet Abstain Salena Santibanez Passed Yes

**23. Upcoming SARA Meetings and Events**

Next CoC Board Meeting	Next CoC Membership Council Meeting
TBD: Special Session for FY2019 Audit December 17, 2020 3:00 – 5:00 PM Virtual	November 19, 2020 2:30 – 4:00 PM Virtual

**Committee Meetings & Working Groups**

Title	Point of Contact	Event Details*
<b>Youth Homelessness Workgroup</b>	Tyler Shosmith, North East Independent School District <a href="mailto:tshoes@neisd.net">tshoes@neisd.net</a>	November 20, 2020 9:30 – 10:30AM
<b>Veteran Workgroup</b>	Marc Wonder, COSA-DHS <a href="mailto:Marc.Wonder@sanantonio.gov">Marc.Wonder@sanantonio.gov</a>	TBD- Meetings currently on hold
<b>Chronic Homelessness Workgroup</b>	Kevin Langehennig, Haven for Hope <a href="mailto:kevin.langehennig@havenforhope.org">kevin.langehennig@havenforhope.org</a>	November 13, 2020 2:00 – 3:00PM
<b>Housing Strategies Workgroup</b>	Sara Wamsley, NHSD <a href="mailto:Sara.Wamsley@sanantonio.gov">Sara.Wamsley@sanantonio.gov</a>	November 13, 2020 11:00 – 12:00PM
<b>Family Homelessness Workgroup</b>	Heather Pullen, SA Hope Center <a href="mailto:hpullen@sahopecenter.org">hpullen@sahopecenter.org</a>	November 17, 2020 3:30 – 4:30PM



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<b>HMIS Advisory Committee</b>	Azza Kamal <a href="mailto:Azzakamal@SARAHomeless.org">Azzakamal@SARAHomeless.org</a>	November 25, 2020 10:30 – 11:15AM
<b>Coordinated Entry Advisory Committee</b>	Eboni Jett <a href="mailto:Ebonijett@SARAHomeless.org">Ebonijett@SARAHomeless.org</a>	November 4, 2020 10:30 – 11:30AM
<b>Point-in-Time Count Committee</b>	Chelsey Viger <a href="mailto:ChelseyViger@SARAHomeless.org">ChelseyViger@SARAHomeless.org</a>	November 12, 2020 10:00 – 11:00AM
<b>Youth Action Board</b>	Suyapa Munoz <a href="mailto:suyapamunoz@SARAHomeless.org">suyapamunoz@SARAHomeless.org</a>	November 7, 2020 1:00 – 2:30PM

*\*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 December Board Meeting**

- City of San Antonio Homeless Strategic Plan Update
- Updated Results Demographic Survey
- 2021 SARA Budget

#### **25. Announcements**

- Leilah Powell congratulated Katie Vela as the new SARA Executive Director

#### **26. Adjournment**