



Continuum of Care Board of Directors Meeting  
Thursday, June 27, 2024  
3:00 – 5:00 PM

*The following agenda items may only sometimes be considered in the order they appear.*

### 1. Call to Order – Phil Beckett

Phil Beckett called the meeting to order at 3:00 PM.

### 2. Attendance

**Present:** Phil Beckett, Melody Woosley, Robert Reyna, Tyler Shoesmith, Benjamin Franklin, Nikisha Baker, Greg Zlotnick, Matthew Howard, Martina Hinojosa, Jason Aleman, Bobby Blanton

**Absent:** La Juana Chambers Lawson, Abe Capetillo, Dr. Jack Tsai, Roy Fletcher, Scott Ackerson, Cristina Noriega,

**Guests:** Kim Jefferies, Nina Gall, Mike Lindsay, Alissa Parrish,

**Staff:** Katie Wilson, Dacey Werba, Dominic Yanas, Eboni Jett, Richard Huron, Amanda Garcia, Katie Hubble, Marcie Ramsey

### 3. Public Comment – Phil Beckett

There was no public comment.

### 4. New Board Member Introductions – Phil Beckett

Matthew Howard, Martina Hinojosa, and Jason Aleman introduced themselves to the Board of Directors.

### 5. Homelessness Updates Roundtable

- Humanizing Homelessness

Katie Wilson shared that Centro San Antonio organized an event and panel on humanizing homeless, which Katie Wilson joined. Katie Wilson thanked board members for attending the event.

- Youth Summit

The City of San Antonio is organizing a summit for October and is developing broad recommendations for youth and young adults and which the city will use for planning and might inform our governance. Melody Woosley shared that the four categories of youth and young adults are opportunity youth, youth with a history of foster care, LGBTQ+, and justice involved. The goal is to gather the various providers and talk about the gaps and duplication to get an idea of what everyone is doing to come up with new ideas. The Alliance's Youth Homeless subcommittee will be involved in these discussions and implement plans.

- Opportunity Home Update



Katie Wilson shared the leadership transition at Opportunity Home. Michael Reyes is the acting CEO, and he is also on the Housing Commission. Discussions with Opportunity Home on vouchers, inspections, landlord engagement, and other topics will continue.

- [COSA Homelessness Dashboard](#)

Katie Wilson announced a link to the COSA Homelessness Dashboard that the HMIS team developed. There will be a new dashboard in the coming months that is more detailed.

- Haven for Hope Courtyard Capacity

Kim Jefferies announced a pause on men's enrollment at the Courtyard due to capacity being reached. The pause affects men between 25 and 64 who do not have a disability and are not experiencing homelessness for the first time. An item for committee consideration was submitted on this issue. Phil Beckett talked about a failed attempt at tiny homes and pallet homes in Los Angeles. Attendees discussed the need for low-barrier, accessible housing and other considerations if new vendors enter the San Antonio housing market and what these living conditions might look like. Gregory Zlotnick asked if there is anything we can do as the Board of Directors. Kim Jefferies said she is working with the City of San Antonio right now to run another space and what the costs will be in the short term and that the long-term strategy for the board is to look at the projected increase in demand for shelters, develop permanent supportive housing, and low-barrier shelter. Katie Wilson said part of the solution would be assessing people's housing needs and engaging landlords; updates will come in the next few months. Kim Jefferies said she is trying to understand the landscape of federal policies in San Antonio. Benjamin Franklin talked about his recent experiences in the Courtyard, saying the main issue is that people tend not to have gainful employment because they rely on temp work, so they return to shelter after failing to maintain their housing.

- Shared Housing Conference in October

Close to Home staff will attend a conference on roommate matching and best practices for finding the right fit for housing.

- Hudson Apartment Update

Nikisha Baker shared that following the fire at the Hudson Apartments, 8 individuals in permanent supportive housing are now in shared living accommodations. The individuals have shared positive feedback on the experience of living with a roommate.

*This is an opportunity to share your updates on housing and homelessness.*

## **6. Homeless Management Information System (HMIS) Onboarding – ICF**

Mike Lindsay and Alissa Parrish presented a brief history of the CoC TX-500, their work within the CoC since 2016, and the role of their consulting firm. They presented "HMIS Lead – Who Are They, What Do They Do, and Why Do They Do It?"

## **CLOSE TO HOME NONPROFIT BUSINESS**

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## **7. Consent Items**

- Minutes from May 2, 2024, Board of Directors Meeting  (p. 4)

Motion Tyler Shoesmith Second Greg Zlotnick Abstain None Passed Yes

- May Financial Reports  (p. 9)

Katie Wilson explained that the cash on hand was lower than usual, but a new agreement has been executed with the city to remedy the issue. Close to Home is not concerned by it, but wanted to point it out. Also, if there are late due payments to Close to Home, Close to Home will develop a communication plan to announce any financial issues to the board.

Motion Tyler Shoesmith Second Melody Woosley Abstain None Passed Yes

## 8. Executive Director Report – Katie Wilson

Katie Wilson shared the Executive Director Report, highlighting that Close to Home is in the third year of the strategic plan (The Compass: building a thriving community of partners, leveraging data to drive continuous learning & systems improvement, and strengthening education and advocacy efforts). Katie Wilson highlighted the three concurrent strategic plans for the Alliance (community), Strategic Compass (Close to Home), and Target Month. Close to Home received 13 proposals from the RFP for the next steps of the strategic plan. The timeline is to hold planning sessions in late September and approve by October. Katie Wilson shared key findings in the State of Homelessness Report. Katie Wilson presented general updates related to the single audit, development code, the City of San Antonio's public information campaign for permanent supportive housing, the housing commission, a delay in the permanent supportive housing notice of funding opportunity, the CoC Notice of funding opportunity expected in late July, a landlord engagement initiative, panhandling signs, and alternative giving. Katie Wilson announced Close to Home's new SOAR Coordinator, Marcie Ramsey, who introduced herself to the Board of Directors.

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## Coordinated Entry (CE) Lead Business

## 9. Homelink Policy Updates – Eboni Jett (p. 15)



Eboni Jett reported updates on the Homelink Policy and summarized changes. The goal is to create a more cohesive flow and update outdated language. Changes were made to access, assessment, prioritization, referrals, SSI/SSDI outreach access and recovery (SOAR), and the homeless response system training framework.

Motion Tyler Shoesmith Second Greg Zlotnick Abstain None Passed Yes

## 10. Coordinated Entry Lead Presentation – Eboni Jett

Eboni Jett asked the Board of Directors to watch the presentation, read the report, and bring back feedback in August.

## 11. Homeless Response System Advisory Committee Report – Patrick Steck

- Homelink Performance Report  (p. 56)
- Subcommittee Priority Report  (p. 86)
- Record of Deceased Client Policy – Approved via E-Vote
- Next Homeless Response System Advisory Committee Meeting: July 10, 2024

Tyler Shoemsmith presented updates from the Homeless Response System Advisory Committee. Subcommittees ranked their priorities and gained feedback from the Lived Expertise Advisory Board. One of the bigger pieces in the Alliance is client feedback and having their voice present as to what they feel are the most important items for the business being brought forward. Meetings are going well, and feedback from the Lived Expertise Advisory Board is making changes.

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### Homeless Management Information System (HMIS) Lead Business

#### 12. Homeless Management Information System (HMIS) Lead Report – Nina Gall (p. 94)

Nina Gall presented the HMIS Report, highlighting HMIS service data, the utilization rate by day and weekend, activity, uptime, and the strategic plan process.

#### 13. Homeless Management Information System (HMIS) & Data Advisory Committee Report – Phil Beckett

- Data Integrity Subcommittee Priorities  (p. 95)
- Next HMIS & Data Advisory Committee Meeting: July 24, 2024

Phil Beckett shared that the HMIS & Data Committee met in person and that procedures and plans are being assigned, addressed, defined, documented, implemented, monitored, and aligned.

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### CONTINUUM OF CARE BUSINESS

#### 14. CoC Program Policies & Procedures – Katie Hubble (p. 96)

Katie Hubble announced changes to the CoC Program Policies & Procedures. Agencies that relinquish their funding before the grant period ends cannot reapply for funding for two years (grant de-obligation policy). Katie Wilson gave context to the fact that a few agencies have struggled in recent years and have given back their funding. The City of San Antonio and Bexar County would also be notified if an agency de-obligates their funding.

Motion Tyler Shoemsmith Second Melody Woosley Abstain None Passed Yes



## 15. CoC & Non-Profit Governance Charter Updates & Procedures – Dacey Werba (p. 154)

Katie Hubble presented updates to the CoC & Non-Profit Governance Charter on behalf of Dacey Werba. A new workflow was added for how business moves through governance and how decisions are made, among other comprehensive changes to the governance calendar.

Motion Greg Zlotnick Second Tyler Shoesmith Abstain None Passed Yes

## 16. Ratification of HUD Reports – Katie Wilson (p. 205)

Katie Wilson explained why this data is being ratified at this meeting rather than the last one, but that data is ready with guidance.

- **2024 Point-in-Time (PIT) Count Data**
- **2024 Housing Inventory Count (HIC) Data**


Motion Robert Reyna Second Jason Aleman Abstain None Passed Yes

## 17. Homeless Strategic Planning Advisory Board Report – Katie Wilson

Katie Wilson explained that the grievance appeal process is for if a client cannot resolve a grievance within their agency, they can bring it to the Homeless Strategic Planning Advisory Board for review. Steps are outlined in the escalation process for appeals.

- Grievance Appeal Escalation Process –  (p.218)

Motion Greg Zlotnick Second Tyler Shoesmith Abstain None Passed Yes

- Strategic Plan Update
- Performance Monitoring Overview –  (p. 225)

This item is a comprehensive list of all the performance data that Close to Home will monitor with HMIS (new dashboard). The goal is to have as many key data elements available at the community and the project or program levels as to how agencies are performing.

Motion Tyler Shoesmith Second Greg Zlotnick Abstain None Passed Yes

## 18. Alliance to House Everyone Membership Council Report – Scott Ackerson (p. 232)

Nikisha Baker announced that the membership council met on May 28 at ESC-Region 20 office and heard from new members. Greg Zlotnick recommended that membership applications should be separated for votes.

- Warriors Heart



Members had questions about Warriors Heart as a nonprofit organization and what it meant if they operated outside of Bexar County. Attendees were provided details from the interview notes

Motion Matthew Howard Second Robert Reyna No Greg Zlotnick Abstain None Passed Yes

- Virtue in Solace Foundation Corp.

Motion Robert Reyna Second Benjamin Franklin Abstain None Passed Yes

- Next In-Person Membership Council Meeting: September 24, 2024

## 19. Youth Action Board Report (YAB) Report – Benjamin Franklin

Benjamin Franklin provided updates on the Youth Action board related to declining membership. The Board focuses on recruiting members at other locations and holds meetings at other locations instead of the Close to Home office. Youth Action Board has combined with the Lived Expertise Advisory Board in the meantime.

- New YAB Applications and Recruitment
- Next YAB meeting: July 16, 2024

## 20. Lived Expertise Advisory Board (LEAB) Report – Dacey Werba

Benjamin Franklin announced the goals of the Lived Expertise Advisory Board and its primary focus.

- Governance Updates
- Website Updates
- Self-Care Expo Planning
- Next LEAB meeting: July 16, 2024

## 21. St. Vincent De Paul Quality Improvement Plan (QIP) Updates – Amanda Garcia

Amanda Garcia reported that St. Vincent De Paul no longer wants to receive CoC funds. The next steps would close out their QIP. Eboni Jett reported that recent board and management changes have changed the organization's direction. They want to reallocate their NOFO funding.

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## 22. Topics for August 29, 2024, Board Meeting



Future topics will include strategic plan updates, common language, landlord engagement, and assessments for ADLs.

### **23. Announcements**

Tyler Shoesmith thanked Phil Beckett for stepping in for La Juana Chambers Lawson and facilitating the board meeting.

### **24. Adjournment**

Phil Beckett adjourned the meeting at 4:58 pm.