



Continuum of Care Board of Directors Meeting Minutes

Thursday, August 29, 2024

3:00 – 5:00 PM

Agenda items may be prioritized and considered in a different order.

1. Call to Order – La Juana Chambers Lawson

President La Juana Chambers Lawson called the meeting or order at 3:02 pm.

2. Attendance

Present: Robert Blanton, Cristina Noriega, Greg Zlotnick, La Juana Chambers Lawson, Martina Hinojosa, Matthew Howard, Patrick Steck, Phil Beckett, Robert Reyna Proxy, Tyler Shoemith, Benjamin Franklin, Roy Fletcher, Jason Aleman, Scott Ackerson and Abe Capetillo.

Absent: Jack Tsai and Nikisha Baker.

Guests: Katherine Dillard-Gonzalez, Nina Gall, and David Huete.

Staff: Richard Huron, Eboni Jett, Amanda Garcia, Katie Wilson, Dacey Werba, and Dominic Yanas

3. Public Comment – La Juana Chambers Lawson

There was no public comment.

4. Board Member Recognition – La Juana Chambers Lawson

Cristina Noriega was recognized for her work building relationships between the homeless response system and property owners. Matthew Howard was recognized for his commitment to board service and the development of community court initiatives at the Haven for Hope Courtyard. David Huete was recognized for facilitating the partnership between the District Attorney's office and the Courtyard. Greg Zlotnick was recognized for serving on the St. Mary's Law panel and discussing the *Grants Pass v. Johnson* SCOTUS decision. Scott Ackerson was recognized for his work with IKEA tiny homes. Phil Beckett was recognized for filling in for LJ at the last board meeting, bringing new ideas to the HMIS and Data Advisory Committee, and the new data use agreement. Tyler Shoemith was recognized for recommending a second-chance conference, which a Close to Home staff attended. Martina Hinojosa was recognized for guiding Katie Wilson on the meaning of the *Grants Pass v. Johnson* decision and helping shape the commentary Katie Wilson published in the San Antonio Express-News. Melody Woosley and Patrick Steck were recognized for their continuous contributions to key partnerships between Close to Home and the City of San Antonio. Jason Aleman was recognized for connecting Close to Home to Susie Schumann. Robert Reyna and Ann Marie were recognized for their continuous service on the board of directors.

5. Homelessness Updates Roundtable

- i) New Position with D1 – La Juana Chambers Lawson



La Juana Chambers Lawson explained her new leadership role in the City Council District 1 Office. She confirmed that the new position does not pose a conflict of interest but that she is recusing herself from business in which a conflict of interest could appear or occur. She also repeated the conflict of interest policy and certified that she was upholding it daily.

ii) Youth Summit

Patrick Steck briefed the board of directors on the City of San Antonio Youth Summit and expressed his excitement for October 8th. Four subcommittees met over the summer and have been collected into themes and focused on solutions for those gaps. Key partners focusing on youth are continuously invited to the table on a rolling basis.

iii) Housing Legislative Workshop

Katie Wilson discussed this event with Mark Carmona, the City of San Antonio's housing administrator. The day was spent workshopping areas of legislative issues, such as who would testify and what recommendations could be. This work could be coordinated year round and Mark Carmona is taking the lead on that now, offering space for people to discuss priorities.

iv) Intersection of Health and Homelessness

Phil Beckett noted the merger between UT San Antonio and UT Health, recognizing the potential opportunities this can provide. Phil Beckett is on the advisory group of UTSA's College of Health, Community, and Policy. The research dollars could be used for future initiatives.

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

Close to Home Nonprofit Business

6. Consent Items

- i) Minutes from June 27, 2024, Board of Directors Meeting  (p. 5-11)

No comments or amendments were offered for the June 27 minutes.

Motion Phil Beckett Second Tyler Shoemith Abstain None Passed Yes

- ii) July Financial Reports  (p.12-17)

Richard Huron said Close to Home is doing well. The cash position was approved. AP is back to normal. AR is back to normal. Close to Home's change in net assets is \$307 and that is found on the statement of financial position. Close to Home will be at budget for the next few months as invoices come in.

Motion Abe Capetillo Second Roy Fletcher Abstain None Passed Yes

7. 2023 CoC Financial Audit – Abe Capetillo  (p. 18-47)



Abe Capetillo met with the external auditor prior to the official opinion. The auditor recognized the body of work and thoroughness of reporting by the Close to Home team and Richard Huron. As a takeaway, Close to Home has an unmodified clean opinion. Two independent reports came back clean with no material weaknesses.

Motion Tyler Shoemsmith second Greg Zlotnick Abstain None Passed Yes

8. Executive Director Report – Katie Wilson

Katie Wilson delivered the executive director report, highlighting draft 2025 objectives and key results, the Alliance to House Everyone's priorities, strategic planning next steps involving a roundtable of CEOs (September 24th), the Rental Engagement and Assistance to Connect with Housing Initiative (REACH), the Big Give and peer fundraising, and general updates: CoC Builds PSH NOFO RFP will be released 9/3, Regular CoC NOFO Apps due to CTH by 9/24, ARPA Funding Under Review by COSA, and Office Move or Expansion Underway.

Ann Marie noted that one of our biggest goals is alignment and that we are moving in the right direction.

Homeless Management Information System (HMIS) Lead Business

9. Homeless Management Information System (HMIS) Lead Report – Nina Gall 📎 (p. 48)

Nina Gall presented the HMIS Lead Report, finding a small spike in May and June HMIS utilization; typical HMIS activity related to CoC Reports, State Reports, Local Reports, Agency Reports, and Code migrations; the documentation of federal reports coordination was completed this month, and CoC Scorecard review and update was completed too; data use agreement and developing implement standards and reporting to track unsheltered are being considered today; the detailed timeline for 2025 PIT Count is close to being finished; the creation of data dashboard is showing progress with a go-live date in September; and the chronic data accuracy implementation plan with aims to finish by September; and HMIS downtime was only four minutes.

10. Transitioning from Self Host to SaaS – Nina Gall 📎 (p. 49-50)

Nina Gall reported an overview of the migration to SaaS. This is a transition with Case Worthy. HMIS is self-hosted, the database is hosted on HMIS servers, and server space is purchased from Microsoft Azure. HMIS will be transitioning to software as a service. There is no new contract with Case Worthy. This will be a service amendment. Details of the changes are provided in the attachment. There is less liability for the HMIS team in areas such as code migrations and disaster recovery. These will be the responsibility of the software vendor. HMIS will lose control over the timing of code migrations. HMIS cannot change the schedule of code migration; the community will be on a Case Worthy schedule. Staff that HMIS has can be allocated to other priorities in the community. Case Worthy has services available only to SaaS customers, which will be under the contract amendment. This is a budget-neutral decision.

Abe Capetillo asked who he could reach out to for further discussion. Nina Gall made herself available for questions outside the meeting.

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

i) Data Integrity Subcommittee Priorities (p. 51)

Phil Beckett covered the priorities of the Data Integrity Subcommittee. The committee is setting the standards for new HMIS access but is not directly involved in those approvals. The committee is now working at a higher level. The subcommittee curbed future-dated services to 14 days. The data use agreement was developed. The unsheltered definition was revised.

ii) Point-in-Time Count Ad-Hoc Updates

The PIT Count planning has already begun, and the first meeting will take place in September.

iii) Housing Authority HMIS Policy (p. 52)

This business clarifies who documents and who is responsible for housing authority vouchers. In the past, this policy was inconsistent.

Motion Tyler Shoesmith Second Benjamin Franklin Abstain _____ Passed Yes

iv) Collecting Foster Care Data in HMIS (p. 53-54)

Some agencies are funded to serve clients who have aged out of foster care. We want to field what can be documented in HMIS, but it comes down to the definition of aging out of foster care. This business is about documenting aging out of foster care or history of foster care in HMIS.

Motion Abel Capetillo Second Benjamin Franklin Abstain _____ Passed Yes

v) Unsheltered Homelessness Data Definition (p. 55)

This business would change the supportive services-only project type and replace the 30-day requirement with the latest.

Motion Benjamin Franklin Second Tyler Shoesmith Abstain _____ Passed Yes

vi) First-Time Homelessness Data Definition (p. 56-57)

This business looks at longitudinal information. The key changes mean adding SSO at the point of entry, a place not meant for habitation, and replacing vague language with clearer language.

Motion Greg Zlotnick Second Benjamin Franklin Abstain _____ Passed Yes

vii) Returns Homelessness Data Definition (p. 58-59)

This business changed the meaning of returns to homelessness and removed vague language to address the literal homeless situation.

Motion Benjamin Franklin Second Tyler Shoesmith Abstain _____ Passed Yes

viii) Performance Reporting Tools Definitions (p. 60-70)

This business creates performance measures definitions of the homeless response system for HMIS.

Motion Benjamin Franklin Second Greg Zlotnick Abstain _____ Passed Yes

ix) Updated Data Use Agreement  (p. 71-85)

This business creates a new data use agreement that combines PII and non-PII and will be the agreement signed by people requesting community data.

Motion Phil Beckett Second Patrick Steck Abstain _____ Passed Yes

x) Next HMIS & Data Advisory Committee Meeting: September 25, 2024

Coordinated Entry (CE) Lead Business

12. Coordinated Entry Lead Presentation – Eboni Jett

Eboni Jett briefed the board of directors. Close to Home has completed the data portion of the Youth Homelessness Demonstration Program analysis, and listening sessions are being planned. An ADL assessment is being developed for the workflow to survey clients who cannot meet their activities of daily living. Phase II: Client Preference preferences are being developed. There are concerns over prevention referrals, hovering around 30% acceptance. Clients are over income, which is different than the self-report. Additional questions will be added to the workover-income flow to gather information upfront. SNOFO funding is for SSO projects and housing navigation. We will plan for these moving forward. LEO from Notre Dame submitted a presentation and proposal, which was accepted by the Association for Public Policy Analysis and Management.

13. Homeless Response System Advisory Committee Report – Patrick Steck

i) Homelink Performance Report

Patrick Steck directed members to review the HPR. No comments were given.

ii) Subcommittee Priority Report  (p.86-94)

Patrick Steck briefed the board of directors on subcommittee work, noting that many items were coming to the CoC Board today for evaluation and approval.

iii) Client Preference  (p. 95-97)

Motion Benjamin Franklin Second Greg Zlotnick Abstain None Passed Yes

This business incorporates client preference into project selection, which has been developed with LEO and subcommittees.

iv) Deceased Client Policy & Procedure  (p. 98)

This business creates a process in HMIS for documenting, tracking, reporting, and memorializing client deaths system-wide.

Motion Tyler Shoemith Second Abe Capetillo Abstain None Passed Yes

v) Training Framework  (p. 99-124)

This business creates a list of trainings for the community and the homeless response system. This is a system for training managed through Close to Home. This is a big step for the community to ensure professionals are trained.

Motion Benjamin Franklin Second Greg Zlotnick Abstain None Passed Yes



vi) Next Homeless Response System Advisory Committee Meeting: Sept. 25, 2024

Continuum of Care Business

14. CoC Builds Application & Scoring Criteria – Katie Wilson 📎 (p.125-129)

Katie Wilson briefed the board of directors on the scoring criteria from HUD. Also noted were bonus points related to criteria from NOFO and priorities for people meeting the definition of chronic homelessness.

Motion Benjamin Franklin Second Cristina Noriega Abstain None Passed Yes

15. CoC, ESG, and Local Written Standards Updates – Amanda Garcia 📎 (p. 130-188)

This business related to expanding the definition of domestic violence to include human trafficking, which is now reflected in the written standards. The training framework has also been attached to the written standards. Katie Wilson noted the importance of this item since HUD opens the possibilities for housing for domestic violence and people fleeing human trafficking.

Motion Benjamin Franklin Second Phil Beckett Abstain None Passed Yes

16. Homeless Strategic Planning Advisory Board Report – Katie Wilson

i) Strategic Plan Timeline Update 📎 (p. 189-190)

Katie Wilson announced that the next Homeless Strategic Planning Advisory Board meeting will be held next Tuesday. This group is charged with monitoring progress on the strategic plan and outcomes. The next couple of meetings will focus on the next homeless strategic plan to find alignment and input from funders.

17. Alliance to House Everyone Membership Council Report – Scott Ackerson

- i) Alliance Call Report
- ii) Next In-Person Membership Council Meeting: September 24, 2024

Scott Ackerson noted updates from and heard by the Alliance to House Everyone regarding interviews with new members, announcement of committee seat openings, updates from committees and subcommittee priorities, governance updates, announcements of the NOFO, and shared information between members on the hero's run, adult probation, a housing directors, community court, and the heart gallery initiative. A partner asked for assistance for submitting data into HMIS, which was heard as an Item for Committee Consideration at the HRSAC.

18. Lived Expertise Report – Dacey Werba

- i) Youth Action Board
- ii) Lived Expertise Advisory Board
- iii) Next LEAB-YAB Meeting: September 17, 2024

Dacey Werba noted the still combined format for the Lived Expertise Advisory Board-Youth Action Board and encouraged attendees to recruit from youth they know. Close to Home is working on what the Youth Action Board can look like moving forward. Lived Expertise Advisory Board approved the self-care expo date and location. Dominic Yanas provided details about the reservation with Education Service Center-Region 20.



Benjamin Franklin announced that he would leave the Youth Action Board and the Board of Directors on October 8th to focus on the next chapter of his life and schooling. Members thanked him for his service.

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

Amanda Garcia briefed the board of directors. There is no more QIP because St. Vincent De Paul decided to step away from all funding and partnership, including all federal funding and housing. Katie Wilson noted that other organizations have taken similar steps.

20. Grant Transfers and Reallocation – Amanda Garcia

Amanda Garcia announced two grant transfers that were approved. They will be reallocated to Endeavors beginning October 1st. Katie Wilson reminded the Board of Directors that an agency that gives back money would not be able to reapply for funding for two years, but that will only apply to the organization moving forward.

21. Record of E-Vote

- i) CoC Program Policies and Procedures approved virtually on 8/7/2024

Katie Wilson thanked the Board of Directors for replying quickly since NOFO priorities come suddenly.

22. Topics for October 24, 2024, Board Meeting

Tyler Shoemith recommended consideration for justice-involved individuals and coordinated actions to address this population. Tyler Shoemith would like more information on evaluating an individual for housing and if there is an assessment that considers their mental health or intellectual capacity. Tyler Shoemith noted an incident when a 21-year-old was placed in an apartment with an IQ of 42 and was placed by himself. A member of a church took care of him. This caretaker went to Tyler Shoemith for services. How did the process place this person in housing when living alone was inappropriate? Katie Wilson said the ADL assessment could address that. Lived Expertise Advisory Board and Youth Action Board feedback has included more work on support after placement (the benefits cliff). A housing manager could address this issue. Benjamin Franklin reported that he had seen this issue also with another individual who was placed by himself and could not take care of himself. Katie Wilson noted the availability of resources could be an underlying issue.

23. Announcements

24. Adjournment

- a) The meeting was adjourned at 4:52 pm.