

**Meeting Minutes**  
**Supportive Housing Subcommittee Meeting**  
1 Civic Plaza 5th Floor, FCS Conference Room  
February 20, 2018 from 5:30-7:00 pm

**1. Attendance**

**Members Present**

**Supportive Housing**

Robert Baade, Chair  
Sister Agnes Kazmarek, Vice-Chair  
Mark Walch  
Laura Carlisle

**Community Supports**

Kathy Finch, Chair

**Technical Advisors**

Lisa Huval

**Members Excused**

N/A

**Staff Members Present**

Cathy Imburgia, via phone  
Alex Tonigan UNM/ISR  
Michael Robertson, COA  
Michael Spanier, Hyde & Assoc.

**2. Call to Order**

Chair Robert Baade called the meeting to order at 5:35 pm and welcomed Kathy Finch to the meeting to explain Community Supports input on the services identified for the single site housing project.

**3. Agenda Review and Adoption**

The Agenda was approved with no changes.

**4. Approval of Meeting Minutes**

The previous meeting minutes were approved.

**5. Old Business**

**A. Single Site Housing Project Updated Proposal**

Both the updated project proposal and a budget for services were emailed prior to the meeting. With no comments on the proposal update completed by Alex, discussions continued onto item B.

**B. Estimated Costs Discussion**

It was explained that Community Supports worked on the services portion of the project budget at the last meeting, per the detailed services/costs handout that Nancy Archer developed in preparation for the discussion.

- It was noted that there was an update to the handout provided, to increase the coordinator from \$40K to \$50K.
- It was noted that many of the services in the budget would consist of contracted services.
- Mark questioned if all the services listed needed to be onsite. It was noted that not all services; however transportation may be required.
- Transportation costs and potential of site-dedicated vehicles were discussed as additional services budget considerations.
- Laura noted that items such as Yoga and Life Skills items are Occupational Therapy services. Cathy suggested combining the items under the OT heading, as the budget did not need to be so detailed. It was agreed to have an OT and other therapy headings.
- It was determined that some of the items included in the details, such as laundry facilities, furnishings, etc. be considered as operational costs and not services.
- It was agreed to allocate \$5,000/unit for furnishings in the budget and \$5/day/unit for provisions for a community-style meal to further encourage socialization.
- It was agreed that the budget be revised based on the discussion and that the Housing Subcommittee meet one more time to finalize the proposal and recommendation for the next Steering Committee, scheduled for March 15.  
**ACTION:** Mike Robertson/Alex to update the budget.
- Lisa Huval noted that a meeting is scheduled on March 23 with Zoe, Katrina and committee representatives to discuss costs and subsidies based on Tool Kit experiences.  
**ACTION:** Lisa will share the updated services budget recommendations with Zoe in preparation for the 2/23/18 meeting.
- Lisa reported that the Housing Coalition is organizing a trip to Denver so that ABQ Housing Authority, MFA and others can visit sites and better understand leveraging tax credits for a single site project.

## 6. New Business

### A. Steering Committee/Subcommittee Update

Robert and Sr. Agnes reported the following:

- Regarding Crisis Triage, Senator Mary Kay Papen's SB 220 legislation passed both houses, that primarily allows provisions to accommodate triage services on hospital sites.
- Katrina noted that with most of the GRT annual funds allocated that the BHI is about to enter a new phase. Hyde & Associates has been meeting with subcommittee chairs, subcommittee members and staff from both the city and county to develop recommendations for a transition in structure and process. The recommendations will be shared as they are developed.
- Other updates included: the Peer Drop in Center RFP is underway; Youth Transitional Living is in review and may need to be reissued due to a protest; the City's Substance Use Intensive Case Management RFP was reissued and is in review; the Prevention Subcommittee's recommendation for training and education RFP is being prepared and discussions are continuing for the release of a broad social marketing communications recommendation; MCTs are in training and will be running in March.
- The January issue of the BHI quarterly newsletter highlights the approved projects and is now available on the ShareNM BHI webpage.

## **7. Public Comment**

There was no public comment.

## **8. Announcements and Miscellaneous**

Cathy noted that it is time for Supportive Housing to prepare an editorial to submit to the ABQ Journal.

**ACTION:** Cathy to work with Robert on preparing an editorial, highlighting the single site project recommendation and other approved projects originating through the subcommittee.

## **9. Next Meeting and Adjourn**

It was agreed to move the meeting up a week to avoid potential conflict with the March ABCGC meeting. Since the new date falls on the same day/location as Community Supports, it was recommended to hold a joint meeting to finalize the single site project recommendation. **The next meeting is scheduled for March 13, 2018 at 5:00 pm to 7:00 pm, at the Department of Family and Community Services Large Conference Room Old City Hall; 5<sup>th</sup> Floor; Room 504; 400 Marquette NW.**

## **7. Adjourn**

The meeting adjourned at 6:45 pm.