

**Meeting Minutes**  
**Supportive Housing Subcommittee Meeting**  
1 Civic Plaza 5th Floor, FCS Conference Room  
March 13, 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

**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.  
David Webster, BernCo

**2. Call to Order**

Chair Robert Baade called the meeting to order at 5:02 pm. Cathy requested that a verbal roll call be done to be sure she captured the attendance correctly.

**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. Finalize Single Site Housing Project Proposal Recommendation**

Robert reported that the revised proposal includes costs that were developed following a meeting with Katrina and Subcommittee staff. The intent is to not be so specific, to allow for flexibility and make use of reimbursable funding for support services and other resources for vouchers.

The following changes to the proposal were discussed and made, as indicated:

- Robert asked for clarification of the revenue source for the County's nonrecurring capital dollars, i.e. could BHI dollars be used for a one-time capital investment. (Note: Following a discussion Robert had with Katrina following the meeting, it was agreed to leave the statement as is.)
- Delete all references to the Happy Scale ... (pages 1 and 8, under outcomes and improved quality of life)
- Lisa recommended adding Housing Vouchers to the statement referencing recurring funds, to now read:  
The proposed budget includes one-time nonrecurring *Capital Investment* costs and funds for recurring *Support Services and Housing Vouchers*.
- Cathy recommended changing the 2<sup>nd</sup> sentence from property investor(s) to property owner(s), to now read:  
Operating costs for property management, security and maintenance will be the responsibility of the property owner(s).
- The Support Services and Housing Vouchers section was changed to now read:  
Support Services and Housing Vouchers: A not to exceed maximum of \$1 million from BHI funding. It is recommended that all appropriate revenue sources to fund support services and housing vouchers (including Medicaid reimbursement and housing vouchers from other programs) will be fully explored prior to committing BHI funds. The City and County will collaborate to provide funding for supportive services and housing vouchers that are set at fair market rent. Every effort will be made to reduce support service expenses to both the County and the City by leveraging Medicaid reimbursements and other revenue sources, including up to 30 percent of resident income for rent, SNAP benefits, medication-assisted treatments, etc.
- Revise the budget statement on page 18 to reflect the above changes.

**ACTION:** The subcommittee unanimously approved the proposal with the changes for submission to the Steering Committee at the March 15 meeting.

**ACTION:** Cathy will make the changes and distribute to Katrina, Robert, Sr. Agnes and Kathy Finch for distribution to the Steering Committee.

## 6. New Business

### A. Steering Committee/Subcommittee Update

There was no update as there has not been a meeting since the subcommittee last met.

## 7. Public Comment

There was no public comment.

## 8. Announcements and Miscellaneous

Cathy noted that Kathy Finch prepared an editorial for Supportive Housing's submission to the ABQ Journal and that she shared the draft with Katrina and has not yet received input. Cathy

noted that the content did not reflect all the work that the subcommittee has completed and that a re-write into an OpEd may be more appropriate.

**ACTION:** Cathy to work with Robert on preparing the OpEd, highlighting the single site project recommendation and including the other approved projects that originated through the subcommittee.

In other business, the Subcommittee discussed if there is an understanding on the next project for the subcommittee and where we are with recommendations for the subcommittee structure as we evolve the BHI. The subcommittee completed the single site project with the four remaining voting members; and although there has been recruitment for new members, there is a hold on acquiring new members until we better understand the structure recommendation.

**ACTION:** Robert and Sr. Agnes will discuss membership and future projects at the next Steering Committee meeting.

Regarding May Mental Health Month, Cathy reported that the event on Civic Plaza is scheduled for May 22. Details about the event will be distributed in City and County distribution channels, the next BHI newsletter, on the BHI webpage, and media coverage starting with a “walk through” of the Re-entry Resource Center at 600 Roma scheduled prior to the event on Civic Plaza.

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

It was agreed to not meet next month and to move the meeting back to the regular schedule — the 3<sup>rd</sup> Tuesday of the month. **The next meeting is scheduled for May 15, 2018 at 5:30 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 5:45 pm.