

**HOUSING AND HEALTH SERVICES COORDINATION COUNCIL
CROSS AGENCY EDUCATION & TRAINING COMMITTEE**

**Conference Call
Meeting Minutes
June 3rd, 2010 10:30am**

CALL TO ORDER, ROLL CALL

Ashley Schweickart, Council Coordinator called the conference call to order at approximately 10:33am.

Members Present:

Mark Wyatt, Member
Nick Dauster, Member
Doni Van Ryswyk, Member
Jimmy Carmichael, Member

Members Absent:

Kenneth Darden, Member
Sherri Gothart-Barron, Chair
Amy Granberry, Member

TDHCA Staff Present:

Elizabeth Yevich
Ashley Schweickart
Marshall Mitchell

Approval of May 6th Meeting Minutes

Quorum was not established through the majority of the call, therefore approval of the May 20th meeting minutes was postponed until the June 17th Committee conference call.

Update on Biennial Plan Progress

Based on the May 20th committee conference call, Ashley Schweickart prepared and submitted to the Committee a draft of Chapter 7 of the Biennial Plan (Cross-Education of State Agencies), Chapter 1 (Background), and Chapter 2 (Needs Assessment).

Discussion of Draft Chapter Seven of Biennial Plan

Committee began the discussion of edits/critiques of the draft chapter on the cross-education of state agencies. They first discussed how the recommended trainings should be organized, since certain agencies contract out their “frontline staff” positions, while others keep those duties in-house. Committee discussed how Chapter 8 covers the training and assistance to regional and local administrators of state programs.

Committee discussed changing the recommendation regarding the linkage of intranets between state agencies. Since each intranet is run by the IT management of each state agency, it might be difficult to connect them (compatibility issues). Currently, DADS, DSHS, DARS, HHSC all have connected intranets. However, the relevant information for the purposes of the Council is not readily found on the intranet, but buried within large amounts of information. Committee also discussed narrowing the information we want to share rather than overwhelming agency staff with everything available on the intranet, most of which would be unhelpful to staff from another agency. Most agency intranets have very little information that explains how the agency’s programs are administered.

Committee discussed that an alternative to linking intranets would be to have the agencies related to the Council each adopt the same standardized “Quick Links” page that could easily be accessed from the

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agency's homepage. On each agency's website, this "Quick Links" page would have a uniform format and consistent information regarding the programs available to consumers and the staff contacts for each division.

Committee recommended adding language to the recommendation on the resource guide to include that the programs to be highlighted in this guide are those with the ability to assist persons who are elderly and persons with disabilities.

Committee discussed adding language into the training module recommendation regarding educating state agency staff as to the procedures for how the consumer can access a particular program. The Committee also discussed explaining in the chapter that the end result of these trainings should be a realization of the connections between the programs of different agencies.

Discussion of Draft Chapter Two of Biennial Plan

Committee discussed adding a statistic about how few persons who are elderly and have a disability receive assistance with ADLs. Doni Van Ryswyk will provide information to staff on this point.

Committee discussed adding in a sentence regarding persons who are elderly having higher rates of healthcare utilization, which in turn causes them to incur higher healthcare costs.

Finally, the Committee recommended discussing at the beginning of this chapter that although many state programs attempt to assist the elderly and disabled, the need for such assistance is far greater than the availability of program funding.

Discussion of Staff Research Assignments

- Staff will revise the draft of Chapter 7 based on Committee's comments.
- Staff will ask the Council's HHSC representative about the history and administration of intranet linking amongst state agencies

Discussion of Next Steps for Committee

Committee discussed that their next conference call meeting will take place on Thursday, June 17th, 2010 at 10:30am.

ADJOURN

Since there was no other business to come before the Committee, the meeting was adjourned at 11:30am on June 3rd, 2010.