



Texas Interagency Council for the Homeless

Quarterly Meeting – January 20, 2015

Chair, appointed by the Office of the Governor: Mike Doyle

Members present:

#	Member Agency	Representative	Attendance (Yes/No)
1	Health and Human Services Commission (HHSC)	Fedora Galasso	No
2	HHSC 2 nd Member [formerly known as the Texas Department of Human Services]	<i>vacant</i>	
3	HHSC 3 rd Member [formerly known as the Texas Commission on Alcohol and Drug Abuse]	<i>vacant</i>	
4	Office of the Lt. Governor	<i>vacant</i>	
5	Office of the Speaker of the House	<i>vacant</i>	
6	Texas Department of Aging and Disability Services (DADS)	Laura Gold	Yes – by phone
7	Texas Department of Assistive and Rehabilitative Services (DARS)	Jonas Schwartz	No
8	Texas Department of Criminal Justice (TDCJ)	Erin McGann	No
9	Texas Department of Family and Protective Services (DFPS)	Beth Engelking	Yes
10	Texas Department of Housing and Community Affairs (TDHCA)	Brooke Boston	Yes
11	TDHCA 2 nd Member	Sharon Gamble	Yes
12	Texas Department of State Health Services (DSHS)	Anna Sonenthal	Yes
13	DSHS 2 nd Member [formerly known as the Texas Department of Mental Health and Mental Retardation]	Carissa Dougherty	Yes
14	Texas Education Agency (TEA)	Kelly Kravitz	No
15	Texas Department of Juvenile Justice (TJJJ)	Karen Lashbrook	Tracy Levins (substitute) attended by phone
16	Texas Veterans Commission (TVC)	Pam Maercklein	No
17	Texas Workforce Commission (TWC)	George McEntyre	Yes

Advisory Members present:

#	Advisory Member Organization	Representative	Attendance (Yes/No)
1	Texas Network of Youth Services (TNOYS)	Christine Gendron	Yes
2	Austin Travis County Integral Care	Darilynn Cardona-Beiler	Yes
3	Community Healthcore	Stanley Williams	Yes
4	Private Citizen	Dennis M. Scholl	Yes
5	Mental Health and Mental Retardation Authority (MHMRA) of Harris County, Comprehensive Psychiatric Emergency Program (CPEP) Division	Mende Snodgrass	Yes – by phone
6	Texas Homeless Network (THN)	Eric Samuels	Yes
7	Texas Education Homeless Office (THEO)	Jeanne Stamp	Yes

#	Advisory Member Organization	Representative	Attendance (Yes/No)
8	Education Service Center Region 10	Jana Burns	Yes
9	Texas State Affordable Housing Corporation (TSHAC)	David Long	Yes
10	Texas Council on Family Violence	Molly Woodard-Thibodeaux	Yes
11	Texas Council on Family Violence	Molly Voyles	No
12	THN	Ken Martin	Yes
13	HHSC	Sonja Gaines	Yes

Other attendees: Kraig Fiero (THN); Megan Sylvester (TDHCA); Michael Lyttle (TDHCA); and Michael Witt (TSAHC).

Administrative support: Naomi Trejo (TDHCA), Cate Taylor - Backup (TDHCA)

I. Welcome and Introductions

Mike Doyle called the meeting to order at 10:16am. Because a quorum was not present, **Mike Doyle** adjourned the Council meeting and called a committee meeting of the whole to order at 10:17am.

II. Election of TICH Chairperson

Without a quorum, the chair could not be elected but Mike Doyle indicated he will stay in the role de facto.

III. Remarks from Chair

Mike Doyle commented that bylaws would specify how the TICH could have a quorum and would be priority in 2015. Also, he asked the Committee Chairs to develop a “challenge statement” for the next meeting for what the committee would accomplish in 2015. The challenge statement would be like a job description.

IV. 84th Legislative Session Report – *Michael Lyttle (TDHCA)*

This item was addressed after Agenda Item IX due to scheduling conflicts. When he presented the report, **Michael Lyttle** gave an update that Senator Hancock’s office had asked for assistance regarding a clean-up bill for the TICH. The clean-up bill may include an update of the names of the agencies that would be included in the TICH, especially in light of the sunset bill for HHSC; would help with the quorum issue; and would update other outdated language. The Texas Legislative Council was looking into a proposed bill. However, the bill would have to be no costs or it would very likely not be passed.

Mike Doyle said he was working with a representative to get a similar bill filed in the House of Representatives. **Michael Lyttle** said the clean-up bill would be more likely to pass if it were filed in both houses.

Beth Engelking asked if the clean-up bill included the observations noted by **Dianna Grey**, consultant for THN, in her meeting regarding TICH objectives. **Sharon Gamble** clarified that the meeting with **Dianna Grey** was related to administrative requirements of the TICH. **Ken Martin** added that **Dianna Grey** was hired by THN to conduct an assessment of the TICH, but that **Dianna Grey** was ill so would have to hold

a webinar about the meeting to give more information. **Michael Lyttle** said that the clean-up bill did not include **Dianna Grey's** findings. An update on **Dianna Grey's** findings was given in Agenda Item X.

V. New Members

Mike Doyle welcomed **Carissa Dougherty** as a member of the TICH for HHSC. **Mike Doyle** then asked the TICH members to introduce themselves. Introductions were made.

VI. Approval of draft minutes from TICH Quarterly Meeting on October 1, 2014

Mike Doyle asked to postpone a vote on the minutes until a quorum was established, but noted that there were no concerns.

VII. Approval of Advisory Members for 2015

Mike Doyle asked that either the person nominating the advisory member or the advisory member him/herself say a few words about the nomination. Much of what was said was related in Handout 1 "Advisory Member Nominations 2015", which was provided during the meeting and can be found at the end of these notes.

Mike Doyle appointed the advisory members en masse. **Brooke Boston** asked if the advisory members could sign up for committees. **Naomi Trejo** passed around a sign-up sheet for the TICH committees, pointing advisory members to Handout 2 "Interagency Council for the Homeless (TICH) Committees", which was provided during the meeting and can be found at the end of these notes. This handout lists a description of each committee.

VIII. TICH Committees

(a) Homelessness Prevention – Chair: Beth Engelking

Beth Engelking said that she would like the committee to work on a survey of local communities.

(b) Housing and Supportive Services – Chair: vacant

David Long was appointed chair. He mentioned that he had asked Mindy Taylor and Charlie Leal, both from TSHAC, to organize the committee when he was chair before. He also introduced Michael Wilt, TSAHC External Relations Specialist, who may be helping with the committee.

(c) Data, Research, and Analysis – Chair: Eric Samuels

Eric Samuels said that the Data, Research, and Analysis Committee would try to implement a data warehouse. A data warehouse would collect information from the separate Homeless Management Information Systems (HMIS) used by service providers. The concept of a data warehouse had been considered several years before, but was not implemented due to a variety of reasons.

(d) State Infrastructure – Chair: vacant

Ken Martin volunteered to be the chair of the committee again. He would work on coordinating housing and services.

IX. Status of \$10,000 Request from Member Agencies – Mike Doyle (Cornerstone Assistance Network)

Mike Doyle gave an update on the request for \$10,000 from each member agency. TWC and TEA have both committed \$10,000 in funding for a total of \$20,000. There was no word from DADS, DARS, DFPS, or HHSC, but because HHSC may have a new commissioner appointed as a result of their sunset bill, the TICH could receive \$10,000 from each of those agencies. An estimated \$50,000 would be the minimum needed for a survey.

Beth Engelking asked if there had been a coordinated response from HHSC on behalf of DADS, DARS, and DFPS. **Naomi Trejo** responded that there had been no response from HHSC.

George McEntyre said that there was no clear timeframe on the expenditure, but that the funds would expire around 2016. **Brooke Boston** clarified that she thought the TWC funds would expire three years from August 2014.

Brooke Boston said that internal meetings about the funds had discussed replicating a study about the economic impact of the public services, such as the jail system or hospital systems, used by persons experiencing homelessness. **Mike Doyle** said that no option for the funds was off the table. The study would show how more housing for persons experiencing homelessness would save the public money.

George McEntyre asked where the funds would be held until they are spent. **Brooke Boston** said she understood that the cooperative agreements or interagency agreements would need more detail about the use of the funds than the TICH had established. **George McEntyre** said that the agreement did not need that level of detail. **Megan Sylvester** said that TDHCA could accept the funds through an agreement in order to make a single contract with a vendor. **Brooke Boston** said that in order to proceed with a release of a Request for Proposal or enter into a contract, TDHCA will need Board approval. **Mike Doyle** asked if there was a template for the interagency agreements, and **Megan Sylvester** responded that there were different contracting instruments used.

Carissa Dougherty asked if the funds were specifically tied to a survey or study. **Beth Engelking** responded that the request asking for funds were about meeting TICH objectives and not specifically a study. **Mike Doyle** said that ideally the TICH could get funding each year, and could possibly reach out to colleges to conduct the study. **Ken Martin** mentioned that he knew of several studies of the cost of homelessness. **Mike Doyle** said that the studies varied greatly: some did not use jail data and some did not use hospital data. He would like to find the common data points that are relevant.

Mike Doyle went on to say that perhaps a VISTA volunteer would be helpful to coordinate a survey. **Ken Martin** said that he could look into getting one more volunteer for THN. **Brooke Boston** added that it would make the most sense to locate the volunteer at THN instead of TDHCA because the volunteer would have more oversight provided to them at THN. **Ken Martin** agreed. **Mike Doyle** asked if Cornerstone Assistance Network, of which he is the President, could assign one of their volunteers to

THN. **Ken Martin** said that would be a possibility, but that a volunteer could also be hired over the summer. **Brooke Boston** asked if the TICH would need administrative help from TDHCA to hire a volunteer over the summer and **Mike Doyle** replied that no administrative help would be necessary.

X. Update on Texas Homeless Network's Review of TICH's Legislative Requirements – Dianna Grey, Ken Martin (THN)

Ken Martin handed out Handout 3 “DRAFT - Executive Summary, Texas Interagency Council on Homelessness: Statutory Review and Recommendations” which can be found at the end of these notes. THN had hired **Dianna Grey** because she is a neutral third party and THN was too closely involved with the TICH to undertake the project. **Dianna Grey** will schedule a webinar to review how well the TICH meets its mandates. **Naomi Trejo** mentioned that the webinar or doodle request would come directly from **Dianna Grey** since her meetings are not official TICH meetings; the list of TICH members and advisory members with their contact information will be available online.

Michael Doyle said that some of the recommendations would not need to be included in the clean-up bill, such as the request of new TICH members for an orientation.

Ken Martin mentioned that **Dianna Grey** is also looking into by-laws of different states' interagency councils for the homeless. **Mike Doyle** asked for copies of those by-laws once she found them. He said that the TICH may create an ad-hoc committee to create by-laws. **Brooke Boston** reminded the TICH that the last day to file a bill was March 13th.

XI. 2014 Report – Mike Doyle (Cornerstone Assistance Network)

Mike Doyle referred to Handout 4 “Texas Interagency Council for the Homeless (TICH) Annual Report Assignments”, which was available during the meeting and can be found at the end of these notes. He said that he would like the updates for the TICH Annual Report be provided to **Naomi Trejo** by March 31, 2015.

XII. Update on TDHCA Homelessness Services Programs and Initiatives – Sharon Gamble/Brooke Boston (TDHCA)

For the benefit of the new members, **Sharon Gamble** reiterated that the previous focus for Community Service Block Grant (CSBG) Discretionary Funds was homelessness. There was \$600,000 dedicated to homelessness, which in July 2014 resulted in four awards: \$300,000 to THN for the Statewide Homeless Initiative; \$100,000 to THN to support the TICH in Homeless Support Activities; \$100,000 to the Opportunity Center for the Homeless, Inc., for the Migrant and Seasonal Farmworker Homelessness Initiative, Inc.; and \$100,000 to Urban Inter-Trial Center of Texas for the Native American Homelessness Initiative. For the next biennium, the focus for CSBG Discretionary Funds would be on Community Action Agencies, organizations which could be active with homeless populations.

Sharon Gamble asked **Ken Martin** to give an update on the Continuum of Care capacity building activities. **Ken Martin** reported that THN was working on improving coordinated access so there would be no wrong door to receive services. Instead of focusing on 10 agencies, THN decided to give technical assistance to 18 agencies because of the varying level of need. THN was working to get the agencies ready to apply for the Emergency Solutions Grant Program. **Anna Sonenthal** asked if the coordinated access was only for the Balance of State Continuum of Care, or for all Continua of Care. **Ken Martin** said

coordinated access would work for all Continua of Care. **Brooke Boston** asked for a presentation of the capacity building when the contract was complete. **Ken Martin** said THN could provide a presentation at the October TICH meeting.

XIII. Update on Substance Abuse and Mental Health Services Administration Grant Cooperative Agreements to Benefit Homeless Individuals (CABHI - State) – Carissa Dougherty (DSHS)

Carissa Dougherty gave an update that the CABHI grant may not be available in 2015. However, DSHS had conducted a needs assessment of the Local Mental Health Authorities. Six of the Local Mental Health Authorities may be able to administer the CABHI grant if the state is awarded. However, DSHS has not released the decision-making process so the Local Mental Health Authorities would not prepare for a grant that may not be available.

Kraig Fiero asked if the Social Security Income Outreach Access and Recovery benefit programs runs by the Social Security Administration were included in the assessment and **Carissa Dougherty** replied that they were.

The meeting concluded at 11:15 am.

Handout 1: Advisory Member Nominations 2015

#	Organization	Representative	Reason for nomination	Nominating Member
1	Austin Travis County Integral Care	Darilynn Cardona-Beiler, Associate Director of Behavioral Health Sciences (note: This title is corrected in the notes, since it as incorrect on the handout.)	I'm interested in the important work of this group as I have been involved in the provision of homeless services for over 15 years. I would like to be involved at a State level to continue advocating for the needs of homeless individuals with disabilities. I am currently working with Substance Abuse and Mental Health Services Administration (SAMHSA) as part of the expert panel revising the Permanent Supportive Housing (PSH) Toolkit and would like to bring the national perspective to the group and the Texas perspective to SAMHSA.	Carissa Dougherty, Department of State Health Services
2	Private Citizen (note: The organization is corrected in the notes, since it as incorrect on the handout.)	Dennis M. Scholl	Rural county homelessness is a terrible problem for the mentally ill and for veterans. In our area the Eagle Ford Shale "boom" has worsened the problem as considerable housing options have become even more expensive to obtain. I believe creative alternatives can be found working with counties, veterans' organizations, mental health organizations and even the oil exploration and production industry. I also believe there may be some small business/entrepreneurial opportunities emerge from tackling this problem. I worked on some of these issues in the mental health system in Alaska 20 years ago.	Carissa Dougherty, Department of State Health Services
3	Community Healthcore	Stanley Williams, Managing Director of Operations	I have extensive history in collaborative practices in working with homeless authorities, working with people who are homeless and have fought, written, and received funding for people who are homeless relative to eliminating employment barriers, creating housing, and establishing jail diversion.	Carissa Dougherty, Department of State Health Services

#	Organization	Representative	Reason for nomination	Nominating Member
4	Education Service Center Region 10	Jana Burns, Director, Special Populations	Texas Education Agency contracts with ESC Region 10 to administer the state McKinney-Vento/Homeless contract with the Texas Education Homeless Office (THEO). Decisions related to program are made with TEA, ESC Region 10, and THEO. In addition to THEO, I would like ESC Region 10's representation on the advisory council.	Kelly Kravitz, Texas Education Agency
5	Health and Human Services Commission	Sonja Gaines, Associate Commissioner for Mental Health Services	Sonja Gaines, MBA, serves as Associate Commissioner for Mental Health Services with HHSC. The 83rd legislature created this position for the purpose of providing broad oversight on public mental health policy in Texas. Sonja is responsible for coordinating the policy and delivery of mental health services throughout the State of Texas. In addition, the Associate Commissioner consults with and coordinates with other state agencies, local governments and other entities to ensure a strategic, statewide approach to mental health. She is an ideal candidate to be an Advisory Member for the TICH.	Carissa Dougherty, Department of State Health Services
6	Mental Health and Mental Retardation Authority (MHMRA) of Harris County, Comprehensive Psychiatric Emergency Program (CPEP) Division	Mende Snodgrass	I oversee crisis residential programs for MHMRA. More than 90% of the residents in our Crisis Residential Unit and Branard Crisis Respite programs are homeless. We are committed to finding long-term residential solutions for this very fragile population and I would like to be part of any state effort to address these and other issues (such as access to healthcare and employment).	Carissa Dougherty, Department of State Health Services

#	Organization	Representative	Reason for nomination	Nominating Member
7	Texas Council on Family Violence	Molly Woodard-Thibodeaux, Policy Coordinator	This organization will be an excellent resource for the council. Issues of family violence can have a significant impact on people who are dealing with issues of homelessness	Jonas Schwartz, Department of Aging and Rehabilitative Services
8	Texas Council on Family Violence	Molly Voyles, Policy Manager	This organization will be an excellent resource for the council. Issues of family violence can have a significant impact on people who are dealing with issues of homelessness	Jonas Schwartz, Department of Aging and Rehabilitative Services
9	Texas Education Homeless Office (THEO)	Jeanne Stamp, Senior Program Coordinator	Experience, Knowledge, Leadership: Responsible for implementation of state McKinney-Vento/Homeless Contract and services to homeless students in Texas schools.	Kelly Kravitz, Texas Education Agency
10	Texas Homeless Network	Eric Samuels, Balance of State Director	Expertise in homeless services in Texas	Anna Sonenthal, Department of State Health Services
11	Texas Homeless Network	Ken Martin, Executive Director	Mr. Martin is a current advisory member and serves as the chair for the State Infrastructure subcommittee. Additionally, the Texas Homeless Network, with Mr. Martin serving as the lead, was contracted to perform an assessment of the Texas Interagency Council for the Homeless, to determine how well the Council is performing on complying with statutory requirements and what changes are recommended. Mr. Martin is a strong advocate for people who are homeless and is an asset to the TICH.	Beth Engelking, Department of Family Protective Services

#	Organization	Representative	Reason for nomination	Nominating Member
12	Texas Network of Youth Services (TNOYS)	Christine Gendron, Executive Director	TNOYS is an association of agencies that serve runaways and homeless youth	Fedora Galasso, Health and Human Services Commission
13	Texas State Affordable Housing Corporation	David Long, President	I am nominating Mr. Long because of expertise in working on issues related to homelessness. He has been a valuable asset to the TICH.	Beth Engelking, Department of Family Protective Services

Handout 2: Texas Interagency Council for the Homeless (TICH) Committees

January 20, 2015

The four committees for the TICH are as follows, including a description of their proposed updates for the 2014 Annual Report:

1. Affordable Housing and Supportive Services (*Chair: vacant*)
 - a. Provide technical assistance to the housing finance division of the Texas Department of Housing and Community Affairs in assessing the need for housing for individuals with special needs in different localities.
 - b. Keep track of TICH responsibilities executed by other entities.
2. Data, Research, and Analysis (*Chair: Eric Samuels, Texas Homeless Network*)
 - a. Increase the flow of information among separate providers and appropriate authorities.
 - b. Develop guidelines to monitor the provision of services for the homeless and methods of delivering those services.
3. Homelessness Prevention (*Chair: Beth Engelking, Department of Family Protective Services*)
 - a. Initiate an evaluation of future and current needs
 - b. Establish a Central Resource and Information Center for the Homeless
4. State Infrastructure (*Chair: vacant*)
 - a. Survey current resources.
 - b. Assist in coordinating and providing statewide services.
 - c. Coordinate with the Texas Workforce Commission to provide homeless individuals information to assist them in obtaining employment and job training.

Handout 3: “DRAFT - Executive Summary, Texas Interagency Council on Homelessness: Statutory Review and Recommendations”

Review of Statutory Duties

TICH members were interviewed as to perceived performance around existing statute, both in terms of council administration and mandated activities. The report includes an analysis of operational compliance, but focuses on the duties of council. Of nine statutory duties, three received the highest scores:

- Increasing the flow of information among separate providers and appropriate authorities
- Surveying current resources for the homeless in Texas
- Initiating an evaluation of current and future need for services

Respondents were either unsure or felt that the remaining 6 duties were not being regularly completed:

- Assisting in coordinating and providing statewide services for all homeless individuals
- Coordinating with the TWC...to provide job information to homeless individuals
- Establishing a resource and information center for the homeless in the state
- Ensuring that nonprofit organizations perform duties not otherwise performed
- Developing guidelines to monitor the provision and delivery method of services
- Providing technical assistance to the housing finance division in assessing special needs housing

Identification of Priorities and Process Recommendations

The report finds that the most important statutes are:

- **Increasing the flow of information among separate providers and appropriate authorities.** The council currently complies with this duty organically via regular meetings. However, establishing and reporting on benchmarks could substantially increase the flow of meaningful information that can guide policy recommendations.
- **Initiating an evaluation of current and future need for services.** The council should begin tracking need and progress toward closing gaps for services, and using that information to make policy recommendations. At present, the Council receives information regarding program activities, but little information is available to ascertain the capacity of current programming to meet need.
- **Developing guidelines to monitor the provision and delivery method of services for the homeless.** While councilmembers expressed discomfort with the statute as currently worded around “monitoring,” the effectiveness of the Council could be substantially improved by establishing benchmark indicators for each state agency, and tracking performance against baseline over time. Again, this activity should be utilized to make meaningful policy recommendations to member agencies.
- **Providing technical assistance to the housing finance division in assessing special needs housing.** Feedback to member agencies is critical to the Council’s success. This feedback should, at a minimum, be formalized via policy or program recommendations in the annual report or

action plan, and the stakeholders may wish to expand language to include the provision of technical assistance to all member agencies.

Overarching recommendations:

- TICH members and legislative partners should consider streamlining its statutory duties to ensure that each of the duties meets the following standards: state government centered, oriented to oversight and policy formation, goal-oriented. Activities that are necessary to complete these duties should be either funded and outsourced to appropriate nonprofits and/or delegated to member agencies.
- New TICH members should receive better orientation as to the overall purpose and specific goals of the council.
- Regular funding must be secured to allow council to outsource work where necessary, and maintain its advisory/policy role.
- The Council should clearly prioritize its activities year to year. In place of updating the annual plan, the Council should consider the creation of a biennial action plan that serves to further the purpose of the overall strategy, and report against those goals/indicators.

Handout 4: Texas Interagency Council for the Homeless (TICH) Annual Report Proposed Assignments

January 20, 2015

TICH Committees:

1. **State Infrastructure**
2. **Homeless Prevention**
3. **Data, Research and Analysis**
4. **Affordable Housing and Supportive Services**

2014 Annual Report Sections – Proposed Assignments

1. Survey current resources (**State Infrastructure**)
2. Initiate an evaluation of future and current needs (**Homeless Prevention**)
3. Assist in coordinating and providing statewide services (**State Infrastructure**)
4. Increase the flow of information among separate providers and appropriate authorities (**Data, Research and Analysis**)
5. Develop Guidelines to monitor the provision of services for the homeless and methods of delivering those services (**Data, Research and Analysis**)
6. Provide technical assistance to the housing finance division of the Department in assessing the need for Housing for Individuals with Special Needs in Different Localities (**Affordable Housing and Supportive Services**)
7. Coordinate with the Texas Workforce Commission to Provide Homeless Individuals Information to Assist them in Obtaining Employment and Job Training (**State Infrastructure**)
8. Establish a Central Resource and Information Center for the Homeless (**Homeless Prevention**)
9. Council Responsibilities Executed by Other Entities [quote from statute: “ensure that local or statewide nonprofit organizations perform the duties under this section that the council is unable to perform”] (**Affordable Housing and Supportive Services**)

Timing:

- Propose January, 20 2015
- Receive updates March 2015
- Review April 21, 2015
- Approve July 21, 2015