

**Interagency Council on Homelessness**  
 Wednesday, August 8, 2007  
 CTED, Davis Williams Building, 5<sup>th</sup> Floor Conference Room  
 9:30 a.m. to 12:30 p.m.

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| <b>1. Review of draft Report to the Legislature</b>  | Anee Brar   | 9:30 am to 9:40 am   |
| <b>2. Finalize 2007-2008 Work-plan</b> <ul style="list-style-type: none"> <li>- Discussion of action-steps</li> <li>- Staff allocation</li> </ul>  | Anee Brar   | 9:40 am to 10:50 am  |
| <b>3. HGAP application and process review</b> <ul style="list-style-type: none"> <li>- 2007 HGAP application</li> <li>- Process review</li> </ul>  | Tedd Kelleher   | 10:50 am to 11:15 am |
| <b>4. Updates</b> <ul style="list-style-type: none"> <li>- Independent Youth Housing Program</li> <li>- NGA Offender Re-entry Policy Academy</li> <li>- HMIS update</li> </ul>   | Annie Conant<br>Annie Conant, Anne Fiala<br>Tedd Kelleher | 11:15 am to 12:00 pm |
| <b>5. Planning for the future meetings</b> <ul style="list-style-type: none"> <li>- ICH/AHAB Joint meeting in SeaTac (September)</li> <li>- ICH meeting in Tacoma with Project Homeless Connect (October)</li> <li>- Guest invitation to SACH members (November)</li> <li>- Legislative preparation (December)</li> <li>- Quarterly work-plan progress reports and newsletters (Nov, February, May, July)</li> </ul> | Anee Brar   | 12:00 pm – 12:20 pm  |
| <b>6. Announcements</b>  | All   |                      |

## **The ICH Charge**

The ICH is defined by a combination of the Homelessness Housing and Assistance Act (HHAA) (ESSHB 2163), a directive from the Governor, and ESSHB 2418.

The HHAA drives the ICH's work using the *state ten-year homeless housing strategic plan* and the \$5 million/year Homeless Grant Assistance Program (formerly known as Homeless Housing Program). The new funding is relatively small compared to overall human service funding, but it is very flexible. The Act focuses on performance measurement, as opposed to specifying how the Act's goal of reducing homelessness by 50 percent should be met.

CTED hired a staff person dedicated to supporting the ICH with the intention that the dedicated staff person work for the Council, as opposed to serving CTED's interests alone.

### **ICH members agreed to the following housekeeping rules on April 24, 2006.**

The Council agreed to the following:

- Regular meetings will be monthly and two hours long. Once a quarter the regular meeting will be four hours, and a one-day retreat will replace a quarterly meeting annually.
- Meetings will occur monthly at a regular day and time (except for June and July 2006 due to scheduling difficulties in the short term).
- The Council may adjust the length of meetings, and meetings can be cancelled as driven by the agenda.
- Meetings should start and end on time.
- No alternates. For the group to be effective it needs to build a cohesive team.
- Members who miss a meeting optionally can debrief with another Council member, and/or debrief with Council staff.
- Agendas and materials will be provided at least one week in advance of meetings.
- Sufficient staffing is essential to the success of the Council.
- Don't reinvent the wheel; learn from the successes within the state and outside it.
- Pick a few issues to focus on and succeed with them.
- Rough notes should be distributed shortly after each meeting.
- Notes should track action items.
- Council staff should track and remind members of their assignments.
- Food and drink make happy members.
- Use technology when possible, including teleconferencing people in.
- Rotate the meetings between agencies.
- Directions should be on agendas.

### **ICH meeting calendar through August 2008:**

September 5, 2007 – Joint ICH and AHAB meeting (**SeaTac**)

\*October 10, 2007 – Project Homeless Connect (**Tacoma**)

**Thursday, November 8, 2007 – tentative joint meeting with Oregon (Portland)**

\*\*December 12, 2007 - Invitation to SACH members (Olympia)

\*January 9, 2008 - Olympia

\*\*February 13, 2008 – Olympia

March 12, 2008 – Olympia

\*April 9, 2008 – Olympia

\*\*May 14, 2008 – Olympia

June 11, 2008 – Olympia

\*July 9, 2008 – Olympia (**Annual Report to the Legislature**)

\*\*August 13, 2008 – Olympia

\*Quarterly Newsletter schedule

\*\*Tentative Guest Invitation schedule

For information, please contact Anee Brar at 360.725.2984 or [aneeb@cted.wa.gov](mailto:aneeb@cted.wa.gov); or visit the ICH website at <http://www.cted.wa.gov/site/1003/default.aspx>