



**Denton County Homelessness Leadership Team
Meeting Minutes | Thursday, April 13, 2017**

Appointees/Ex-Officios Present: Alice Mankoff, Chasz Parker, Commissioner Bobbie Mitchell, Councilman TJ Gilmore, Councilwoman Keely Briggs, Courtney Cross (Ex-Officio), Cynthia Harris, Dani Shaw (Ex-Officio), Gary Henderson (Ex-Officio), Jessica DeRoche, Jessica Peters (Ex-Officio) Kathy Srokosz, Mayor Chris Watts, Monica Glenn, Sandra Robinson, Sherri McDade, Stephen Coffey, Terry Widmer, Thomas Muir

Appointees Absent: Barton Duffy, Chief Lee Howell, Herman Oosterwijk, Isabel Rodriguez, Roy Metzler, Valerie Foster

Guests: Barbara Ross, Steve Thomas, Linda Choi, Brianna Hemf, Brenda Jackson, Rube DeJesus, John Cabrales, Stephanie Aguilar

Welcome & Consideration of February Minutes

Mayor Chris Watts called the meeting to order at 8:02 a.m. He requested a motion to approve March meeting minutes.

Motion: Terry Widmer

2nd: Councilman TJ Gilmore

Motion was approved.

Leadership Denton 2016-2017 Findings

Tim Smith gave a brief presentation of the Leadership Denton class of 2016-2017 findings. The group focused on homelessness and housing insecurity in Denton. Tim reviewed the stakeholder and housing analysis, research of variables affecting ELI (extremely low income) renter housing and exploration of possible solutions. The groups findings centered on a lack of available workforce housing, the pressure of the growing student population on the local housing market and the possible solution of backyard cottages. Final recommendations included city code reform, appointing a housing supply committee to pursue city incentives, builder rebates and private-public partnerships.

After the presentation appointees asked questions and made comments. Commissioner Mitchell suggested Leadership Denton make the presentation in cities outside of Denton as well.

Workforce Development Update

Appointees received the workforce development report separate from the initial meeting materials. As a result, the group decided by consensus to wait and make a formal vote at the May meeting. Initial comments included a request to include Denton County school districts in efforts moving forward.

Workgroup Updates

Terry Widmer provided an update on the DCHLT Housing Workgroup. In their March meeting, the group discussed the current state of the Housing Pilot and related processes. Two candidates have been identified and units are expected to be made available in the following two to four weeks with the goal of housing a client within one month of the meeting date. Barriers were identified between identifying a candidate and tangibly identifying a client. The new model of client outreach will include participation from the candidate’s referral agency. An increase in VI-SPDATs inputted into HMIS was identified and will foster DSHP success. Cost per client will be used as an outcome measure. The group reviewed the Strategic Goal and began to articulate metrics into outcome measures in the Workplan, as well as set target completion dates. The group will assign subcommittees and tasks when outcome measures have been identified.

Stephen Coffey provided an update on the Data Workgroup. Appointees reviewed the following recommendations and voted as such:

The DCHLT Data Workgroup makes the following recommendations to DCHLT appointees for approval. These recommendations are crucial to the continued implementation of a Denton County Coordinated Entry Process.

The DCHLT Data Workgroup recommends DCHLT approval of the following:

1. The Denton County Coordinated Entry Process and phases of implementation.
 - a. Denton County CE Process Overview (see attached)
 - This is a broad overview of the Denton County CE process; further details and tools will be presented to the DCHLT for approval as they are developed.
 - b. Denton County CE Process Phases of Implementation
 - The following agencies will act as ‘Front Door’ points of entry for Coordinated Entry in Denton County:
 - Phase 1 – Literal Homeless (with HMIS access): Salvation Army Denton, Our Daily Bread, Giving Hope (Street Outreach), Journey to Dream (Youth Only), Monsignor King Outreach Center, Denton County Friends of the Family (DV Workaround), MHMR (Limited Basis)
 - Phase 2 – Literal Homeless (need HMIS access/training and outreach needed): Salvation Army Lewisville, Sanger/Krum (Possibly Sanger Crisis Center), Pilot Point/Aubrey (Possibly Shepherd’s House), The Colony/Little Elm (Possibly Metro-Relief)
 - Phase 3 – At-Risk of Homelessness: Christian Community Action
2. Roles and responsibilities of Front Door and Receiving Agencies.
 - a. Front Door Agencies:
 - i. Complete the ‘Coordinated Entry Workflow’ in HMIS with households that present as homeless or at risk of homelessness as it pertains to current phase of CE implementation
 1. Collect basic demographic and housing information from household

2. Conduct the VI-SPDAT or F-VI-SPDAT to facilitate matching to an appropriate housing intervention and prioritization
 3. Make a referral based of the appropriate housing intervention and reviewing the eligibility requirements
 4. Record unmet needs
 5. Update the CE Status services with “Assessed”
- ii. Enter client data via HMIS (ClientTrack) in real-time, and if not currently able to do so be working towards this goal; due to federal requirements for domestic violence service providers, de-identified data from Denton County Friends of the Family will be entered on a weekly basis by an identified FD agency with HMIS access.
 - iii. Participate in necessary HMIS and Coordinated Entry Workflow training
 - iv. Agree to share data and information as needed per internal policy, as well as the BoS Agency Partner Agreement
- o Receiving Agencies:
 - Refer individuals and families experiencing homelessness to Front Door agencies to complete a common assessment
 - Receive appropriate referral via HMIS for housing or financial to all households that have been assessed and prioritized by Front Door Agencies
 - Contact household to review eligibility requirements
 - Update CE Status Service in HMIS in real time as households move through process for obtaining housing
 - Record unmet needs if housing or financial assistance is unavailable
 - Inform Front Door agency if unable to offer appropriate assistance to referred households
 - Participate in necessary HMIS and Coordinated Entry Workflow training
 - Agree to share data and information with other Receiving Agencies and Front Door agencies as needed per internal policy, as well as the BoS Agency Partner Agreement
 - Divert presenting clients from homelessness whenever possible by providing problem-solving and/or “lightest touch” services. Diversion assists households in finding housing outside of emergency shelter by helping them identify immediate alternate housing arrangements and, if necessary, contacting them with services and financial assistance to help them return to permanent housing.
3. The execution of the following Memorandums of Agreement which clearly state the commitments of Denton County homeless and housing agencies to abide by the Denton County CE Process in their respective roles.

Mayor Watts requested a motion to approve the above recommendations from the Data Workgroup.



Motion: Commissioner Bobbie Mitchell
2nd: Stephen Coffey
Motion was approved.

Mayor Muir suggested a legal review of the CE MOUs.

Courtney Cross and Alex Reed provided an update of the Community Conversations Workgroup. Recent listening conversations took place at Denton County MHMR’s Lewisville facility.

Backbone Support Update

Courtney informed the group of upcoming events including the Denton County Veteran Center grand opening ceremony, the Giving Hope Landlord Forum and requested appointees sign new conflict of interest policy forms for the new fiscal year.

Denton County Homeless Coalition Update

Jessica Peters provided an update on Denton County Homeless Coalition. The coalition will host an event May 12th from 5:30pm to 7pm at UNT on the square to reveal the 2017 Point-In-Time Count results. The event will be a come and go exhibit and will also serve to thank the volunteers for their contribution.

Dani Shaw reported on back funding the Denton ESG Collaborative was awarded from TDHCA. Giving Hope, Inc., Christian Community Action and Denton County Friends of the Family have received funding to be utilized between the months of April and June 2017.

New Business/Public Comments

Alice Mankoff requested speakers bureau materials for the May Denton County Friends of the Family board of directors meeting.

The meeting was adjourned by consent at 9:12 a.m.

**Next Meeting:
Thursday, May 11, 2016 | 8:00 a.m. to 9:30 a.m. | UWDC**

Secretary

Date

