



Texas Interagency Council for the Homeless

Quarterly Meeting – August 4, 2015

**Members present:**

#	Member Agency	Representative	Attendance (Yes/No)
1	Office of the Governor appointee, Cornerstone Network (TICH Chair)	Mike Doyle	Yes
2	Office of the Lt. Governor	<i>vacant</i>	
3	Office of the Speaker of the House	<i>vacant</i>	
4	Health and Human Services Commission (HHSC)	Fedora Galasso	Yes
5	HHSC 2 <sup>nd</sup> Member [formerly known as the Texas Department of Human Services]	Amy Felker	No
6	HHSC 3 <sup>rd</sup> Member [formerly known as the Texas Commission on Alcohol and Drug Abuse]	<i>vacant</i>	
7	Texas Department of Aging and Disability Services (DADS)	Penny Larkin	Yes
8	Texas Department of Assistive and Rehabilitative Services (DARS)	Jonas Schwartz	Yes
9	Texas Department of Criminal Justice (TDCJ)	Frances Gattis	Yes
10	Texas Department of Family and Protective Services (DFPS)	Beth Engelking	Yes
11	Texas Department of Housing and Community Affairs, Housing Finance representative (TDHCA)	Brooke Boston	Yes
12	TDHCA, Community Affairs representative	Sharon Gamble	Yes
13	Texas Department of State Health Services (DSHS)	Anna Sonenthal	Yes
14	DSHS 2 <sup>nd</sup> Member [formerly known as the Texas Department of Mental Health and Mental Retardation]	Carissa Dougherty	Yes
15	Texas Education Agency (TEA)	Kelly Kravitz	Yes
16	Texas Department of Juvenile Justice (TJJD)	Karen Lashbrook	Yes
17	Texas Veterans Commission (TVC)	Pam Maercklein (Edith Disler as proxy)	Yes
18	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	No
2	Austin Travis County Integral Care	Darilynn Cardona-Beiler	No
3	Community Healthcore	Stanley Williams	No

#	Advisory Member Organization	Representative	Attendance (Yes/No)
4	Private Citizen	Dennis M. Scholl	No
5	Mental Health and Mental Retardation Authority (MHMRA) of Harris County, Comprehensive Psychiatric Emergency Program (CPEP) Division	Mende Snodgrass	No
6	Texas Homeless Network (THN)	Eric Samuels (Lindsay Marsh as proxy)	Yes
7	Texas Education Homeless Office (THEO)	Jeanne Stamp (Barbara James as proxy)	Yes
8	Education Service Center Region 10	Jana Burns	No
9	Texas State Affordable Housing Corporation (TSHAC)	David Long	Yes
10	Texas Council on Family Violence	Molly Voyles	Yes
11	THN	Ken Martin	Yes
12	HHSC	Sonja Gaines	No

**Other attendees:** Annabel Osborn (HHSC), Shannon Ramsey (DFPS), Lauren Rosales (HHSC), Michael DeYoung (TDHCA), Beau Eccles (TDHCA), Tim Irvine (TDHCA), Barbara Wand James (THEO), Diana Grey (THN), Jennifer Paulsen (THN), Kraig Fiero (THN), and Michael Witt (TSAHC).

**Administrative support:** Naomi Trejo (TDHCA) and Cate Taylor (TDHCA)

### I. Welcome and Introductions

**Mike Doyle** called the meeting to order at 10:15am. With 13 out of 18 Council members present, a quorum was established. **Tim Irvine** introduced **Beau Eccles**, the Texas Department of Housing and Community Affairs (TDHCA) new General Counsel. Fedora Galasso introduced two new interns who will be working with HHSC.

### III. Recognition of Ken Martin's Service

**Mike Doyle** went immediately to item III on the agenda. Before **Mike Doyle** recognized **Ken Martin**, Texas Homeless Network (THN) outgoing Executive Director, **Mike Doyle** recognized **Barbara Wand James** who was retiring from the Texas Homeless Education Office (THEO) after 24 years. He related the **Barbara Wand James** had:

- Been involved in the TICH from 2002-2014 as an Advisory Member;
- Worked to help schools meet the No Child Left Behind Act requirement that every school district have a homeless liaison to work with homeless children, families and service providers;
- Started a resolution for the US Conference of Mayors to streamline the definitions of homelessness in America; in 2006 the US Conference of Mayors moved to support a change in the homeless definition;
- THEO planned a southern regional homeless education conference, Caring for the Caregiver;
- Reviewed Emergency Shelter Grants Program applications and Balance of State Continuum of Care applications;

- Was instrumental in the development of the TICH plan addendum, Pathways Home.

**Mike Doyle** then recognized **Ken Martin** who was resigning after 12 years at the THN. He related that **Ken Martin** had:

- worked with the TICH since 2003;
- assisted in several TICH committees, such as chairing the Statewide Definition/State Agency Coordination Committee in 2009, State Infrastructure Committee from 2011-2015;
- was instrumental in the development of the TICH plan addendum, Pathways Home in 2012;
- Under his leadership, THN provided technical assistance to numerous organizations to form local Continua of Care to apply for funding from HUD;
- started forming the Balance of State Continuum of Care in 2005, submitted the first application in 2006, and submitted the application yearly since 2006; and
- agency grew the Texas Homeless Network from a staff of four to a total of 16.

**Mike Doyle** presented **Ken Martin** with a resolution signed by **Tim Irvine** and **Mike Doyle** in recognition of **Ken Martin's** service.

**Brooke Boston** announced that **Naomi Trejo** was moving into a new position as TDHCA's Coordinator of Homelessness Programs and Policy. **Naomi Trejo** would be administering the Emergency Solutions Grants Program and Homeless and Housing Services Program, as well as becoming a member of the TICH. **Sharon Gamble** would be stepping down from the TICH, but still planned to attend TICH meetings. **Cate Taylor** would take over administrative support for the TICH.

## II. Remarks from Chair

**Mike Doyle** reminded TICH members to check with **Cate Taylor** when inviting attendees to the TICH meetings. The meeting rooms needed to be large enough to accommodate the additional people.

## IV. 84<sup>th</sup> Legislative Session Report

In **Michael Lyttle's**, Chief of External Affairs, absence, Naomi Trejo delivered the legislative update stating that three bills mentioned the TICH directly. The first was Senate Bill (SB) 607 which updates the membership of the TICH to reflect changes to agency names that have been made since 1995 when the 74th Legislature established the TICH. The membership updates now reflect HB2292 from the 78<sup>th</sup> Legislature which collapsed 12 Texas health and human service agencies and commissions into five agencies in 2003. SB 607 also allows TICH and its member agencies to seek assistance from the THN if any wish to do so. Further, SB 607 updates language to allow for a member's participation in a meeting by teleconference or other acceptable methods as allowed by the Open Meetings Act, which will count toward the determination of whether a quorum is present at the meeting.

**Naomi Trejo** mentioned that the new ability to attend via conference call and count toward quorum will be helpful in October because the TICH meeting will be in Corpus Christi in conjunction with the Texas Homeless Network Conference.

**Mike Doyle** mentioned that the new bill also included more language on resources that members contribute to the TICH. He said that **George McEntyre** had done great work in getting funding for the TICH. **George McEntyre** said that the Texas Workforce Commission had a draft budget item to

contribute \$10,000 to the TICH yearly. The interagency agreement that the Texas Workforce Commission was executing with the Texas Department of Housing and Community Affairs for the \$10,000 contribution for the TICH could possibly be amended to include an annual contribution.

**Mike Doyle** said that if five agencies contributed \$10,000 each, larger TICH projects could be accomplished. **George McEntyre** said that there was no specified amount in SB 607, but \$10,000 was what **Mike Doyle** had asked for in 2014. **Naomi Trejo** pointed out that the new legislation required state agencies to submit in writing if they are not able to contribute resources during that fiscal period. There was some discussion on what the “fiscal period” timeframe referred to and it was decided that this meant state fiscal year, since the bill takes affect September 1.

**Mike Doyle** is going to write a letter to the leadership of each of the member agencies of the TICH informing them of the new requirements. **Tim Irvine** suggested writing a letter referencing the law and asking the agency heads to notify Mike in one month of the status of resources to be contributed to the TICH. **Tim Irvine** said he recognized that budgets were already in place at the state agencies, and he offered to meet with the finance divisions at other agencies to find ways for the agencies to contribute, which could be contributing talent or research. **Cate Taylor** was asked to draft the ask letter.

**Naomi Trejo** said the other two bills that affect the TICH would be discussed later in the meeting.

#### VIII. Approval of draft minutes

**Mike Doyle** skipped to agenda item VIII to approve the draft minutes. **George McEntyre** moved to approve and **Sharon Gamble** seconded. Members voted aye unanimously to approve the minutes.

#### IX. TICH Committees

##### (a) Homelessness Prevention

**Beth Engelking** reported that the committee had not met but expected they would do so prior to the next TICH.

##### (b) Housing and Supportive Services

**Michael Wilt** gave an update for **David Long** and reported that many members of the Texas Homeless Network and the Texas State Affordable Housing Corporation had attended the National Alliance to End Homelessness conference in July in Washington D.C. There were many best practices discussed and legislative visits.

##### (c) Data, Research, and Analysis

**Lindsay Marsh** gave an update for **Eric Samuels** and handed out an analysis of the point-in-time counts from the local Continuum of Care across Texas. Veteran homelessness was down by 1,051 and homelessness was down by 7,430. **Mike Doyle** observed that 8% of the homeless population were veterans, and it was noted that Houston has made great strides in effectively eliminating homelessness among veterans. **Dianna Grey** mentioned that there were several programs tailored to homeless veterans, including Supportive Services for Veteran Families (SSVF) and U.S. Department of Housing and Urban Development-Veteran Affairs Supportive Housing (HUD-VASH) vouchers. **Ken Martin** gave a definition of “functional zero” which means every newly discovered veteran living on the streets or an emergency shelter is provided permanent housing within a certain amount of time, such as 30 day.

**Brooke Boston** asked about the barriers to finding housing listed on the point-in-time analysis. **Dianna Grey** clarified that the barriers listed were required by HUD, but there could be more barriers not listed. **Carissa Dougherty** responded that these barriers were most likely under reported and that the systems used for homelessness do not interface with each other. **Dianna Grey** brought up the need for coordinated access, and possibly using a vulnerability index. There was discussion on the value of data and what the real numbers are, since there could be other organizations with different counts. **Tim Irvine** said that the corollary to having accurate data was an education piece to the public on the value of housing first and making a financial argument for housing first options. **Mike Doyle** also mentioned the value of breaking down perceived preconceptions of homeless populations.

(d) State Infrastructure

**Carissa Dougherty** was named the interim chair of the State Infrastructure Committee until a replacement can be found for **Ken Martin**.

## V. House Bill 679, Youth Homelessness

**Naomi Trejo** gave the update on the progress of meeting the requirements of House Bill (HB) 679. HB 679 requires a count and needs assessment of homeless youth. The bill provides its own definition of homeless youth, which is very broad. The Texas Department of Housing and Community Affairs (TDHCA) is working with the Department of Family Protective Services (DFPS) and Texas Juvenile Justice Department (TJJD) to determine if any data is already being collected.

TDHCA is also working to conduct a count of youth doubled up or living in shelters or the streets, since this is a population that does not have much data available. The study will be conducted in three phases. Phase I will be developing a survey to be used by the Continuum of Care during the point in time count and separate youth counts. Phase II will be technical assistance for the Continuum of Care when conducting the count. Phase III will be analyzing the data and writing the report. Texas Network of Youth Services (TNOYS) was awarded the contract to complete Phase I. Christine Gendron is the Executive Director of TNOYS.

There is a new TICH workgroup for homeless youth which was created by email because of the tight timeline in creating the survey. The workgroup already met with **Christine Gendron**. If anyone wanted to be a part of the workgroup, the details would be sent to the TICH. Completion of Phase I is due by August, 31, 2015. The final report is due to the legislature by December 1, 2016.

## VI. Senate Bill 1580, Veteran Homelessness

**Naomi Trejo** gave an update for Senate Bill (SB) 1580, a study on veteran homelessness. SB 1580 is not anticipated to be as large a study as HB 679 since it will be a compilation of existing data. **Naomi Trejo** passed out a handout with the main points of the study. Houston and Austin will be highlighted as case studies for the report as the Houston has announced that it effectively ended veteran homelessness and the second has announced its intent to effectively end veteran homelessness. A signup sheet to be part of a new Veterans Homeless workgroup was passed around. The final report is due to the legislature by December 1, 2016.

**Michael Wilt** mentioned that the City of Austin was aiming to effectively end veteran homelessness by November 11, 2015, Veterans Day. **Cate Taylor** said that TDHCA had been in contact with the City of Austin and had been invited to Mayor Adler's weekly meetings on ending Veteran Homelessness.

#### **X. Report on Texas Homeless Network's Review of TICH's Legislative Requirements**

**Ken Martin** explained that the THN had hired **Dianna Grey** to improve how the TICH functions. Several TICH members were involved in the analysis of the TICH. **Dianna Grey** handed out draft by-laws for the TICH to be reviewed. Any changes suggested would need to be submitted before the end of August. **Mike Doyle** suggested that the draft by-laws should be sent to the entire TICH so comments could be sent to **Dianna Grey** by August 31, 2015.

**Brooke Boston** asked that, after the TICH members reviewed that if **Beau Eccles** or his team could review the draft by-Laws to ensure the new statute was incorporated and to provide legal insights. **Beau Eccles** agreed. **Dianna Grey** said the by-Laws were based on other interagency council for the homeless by-laws as well as TDHCA's Housing and Health Services Coordination Council's by-laws. **Penny Larkin** also asked for time for an internal review.

**Mike Doyle** asked about the next time that the TICH Annual Report was due. **Naomi Trejo** replied that there was no due date to be submitted and that currently the TICH needed to prepare the 2015 report. Usually the TICH sub-committees updated sections of the annual report. **Mike Doyle** asked **Cate Taylor** to send out sections of the report to TICH members to update and that the committee chairs needed to update the sections by October 1, 2015 so the draft could be reviewed at the next TICH meeting in Corpus Christi. The final report could be approved in January, 2016.

#### **XI. Update on TDHCA Homelessness Service, Programs, and Initiatives**

**Sharon Gamble** passed around two handouts: one for the Emergency Solutions Grants Program (ESG) and one for Homeless Housing and Services Program. The Homeless Housing and Services Program (HHSP) was dedicated funding for 2016-2017 of \$5 million/year. It is for cities with populations over 285,500. Cities can choose a grantee to administer on their behalf. This program is a source of flexible funds.

ESG received its grant letter from HUD in mid-August and the contracts should be in place by October 1, 2015. There was a focus on more collaborative applications with a menu of services. Tarrant County has conducted an ongoing pilot to administer a local competition to distribute funds. Houston is a new pilot for a local competition to distribute funds. Award letters will go out in August.

**Brooke Boston** added that 99% of the updates from TDHCA were on the ESG Program and HHSP, but there was one more update about HUD-VASH vouchers. TDHCA had amended its Public Housing Authority Plan and Administrative Plan at its July 30<sup>th</sup> Board meeting to include permission to apply for project-based HUD-VASH vouchers for one development. The application to HUD for the HUD-VASH vouchers was due on August 28<sup>th</sup> for a property in Kerrville. If TDHCA received project-based HUD VASH vouchers now, TDHCA may be able to apply for tenant-based vouchers at a later time. **Brooke Boston** also explained how TDHCA functions as a Public Housing Authority for certain areas of the state without their own Public Housing Authorities, but not for all areas of the state without their own Public Housing Authorities.

**Carissa Dougherty** asked if the vouchers could be “recycled” like Project Access, which is a program with vouchers to help people move out of institutions such as state hospitals. **Brooke Boston** said that although there were only about 30 vouchers for Project Access to start and now there are about 140 vouchers, they were able to serve hundreds of people because the vouchers could be absorbed or “ported” to the local Public Housing Authority and the voucher could be “recycled” to be used again to move more people out of institutions. It was unknown if possible future tenant based HUD-VASH vouchers could be used the same way.

XII. Public Comment

XIII. Closing Comments/Next Meeting, October 14, 2015

There was a request for the handouts to be sent out.

XIV. Adjourn

The meeting adjourned at 11:45am.

August 4, 2015

Texas Interagency Council for the Homeless

## Attachment

### A Report on Homelessness among Veterans

#### Background of Report on Homelessness among Veterans

- Required as a result of Senate Bill (SB) 1580, 84 (R) Texas Legislative Session
- Report needs to be developed with input from the Texas Veterans Commission
- Report needs to be developed with input from the Texas Interagency Council for the Homeless

#### Main Points of SB 1580:

- I. Determine definition of homeless veteran used for the study
- II. Status of homeless veterans in Texas
- III. Statewide and local entities providing services for veterans
- IV. Funding sources of services for veterans
- V. Recommendations to the State's approach to address veteran homelessness
- VI. Recommendations to State law to assist homeless veterans

#### Tentative Timeline for Report

- Hold a TICH Homeless Veterans Workgroup conference call quarterly
- August 2015 – TDHCA staff meet with Houston Planners/Stakeholders
- September 2015 – TDHCA staff attend the Texas Veterans Commissions Housing Workgroup Meetings regarding the report
- October 2015 – Round table held at the Texas Homeless Network Conference
- November 2015 – TDHCA staff meet with Austin Planners/Stakeholders
- Feb/March 2016 – TDHCA staff attend the Texas Veterans Commission Summit
- July 2016 – TICH reviews draft Report on Homelessness among Veterans
- October 2016 – TICH approves the final Report on Homelessness among Veterans
- December 1, 2016 – Report on Homelessness among Veterans due to the Texas Legislature



**DRAFT as of 8/4/2015**  
**BY-LAWS OF THE TEXAS INTERAGENCY COUNCIL FOR THE HOMELESS**

**I. Name:**

The name of this Council shall be by definition the Texas Interagency Council for the Homeless. (TICH)

**II. Advisory Role**

The Texas Interagency Council for the Homeless (TICH) serves as an advisory committee to the Texas Department for Housing and Community Affairs (TDHCA) and other state agencies as appropriate.

The TICH shall submit written policy recommendations to the TDHCA Board at least annually, and may submit policy recommendations to state agencies at its discretion.

**III. Duties**

The TICH's role and duties shall include, but are not limited to:

- a. Survey current resources for services for the homeless in this state;
- b. Initiate an evaluation of the current and future needs for the services;
- c. Assist in coordinating and providing statewide services for all homeless individuals in this state;
- d. Increase the flow of information among separate providers and appropriate authorities;
- e. Develop guidelines to monitor the provision of services for the homeless and the methods of delivering those services;
- f. 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;
- g. Coordinate with the Texas Workforce Commission, local workforce development boards, homeless shelters, and public and private entities to provide homeless individuals information on services available to assist them in obtaining employment and job training; and
- h. Establish a central resource and information center for the homeless in this state;

**IV. TICH Composition:**

The membership of the TICH is composed of:

One representative from each of the following agencies, or any appointed by the administrative head of that agency:

- a. The Texas Department of Health;
- b. The Texas Department of Human Services;
- c. The Texas Department of Mental Health and Mental Retardation;
- d. The Texas Department of Criminal Justice;
- e. The Texas Department on Aging;
- f. The Texas Rehabilitation Commission
- g. The Texas Education Agency;
- h. The Texas Commission on Alcohol and Drug Abuse;
- i. The Department of Protective and Regulatory Services;
- j. The Health and Human Services Commission;
- k. The Texas Workforce Commission
- l. The Texas Youth Commission;

- m. The Texas Veterans Commission;
- n. One representative from the office of the comptroller appointed by the comptroller;
- o. Two representatives from the Texas Department on Housing and Community Affairs- one from the community affairs division and the housing finance division, appointed by the director; and
- p. Three members representing service providers to the homeless, one each appointed by the governor, the lieutenant governor, and the speaker of the house of representatives

The TICH may select and solicit participation of advisors from other organizations, when their participation would enhance or further the work of the Council. Advisory members will serve only at the request of the Council and will be non-voting members of the Council.

Should any of the state agencies be reorganized or cease to exist, representatives from the successor agencies will have representation on the Council, and, for the purposes of quorum and voting, the predecessor agencies' seats will not be counted toward the total places on the Council.

**V. Membership:**

- a. A member of the TICH serves at the pleasure of the appointment official or until termination of the member's employment with the entity the member represents.
- b. A member of the TICH must have administrative responsibility for, or policy oversight of, programs for the homeless or related services provided by the agency that the member represents.
- c. Subject to the approval of the administrative head of the agency, a member of the TICH must have authority to make decisions for and commit resources of the agency.
- d. Removal or Change of Membership: If a member misses two quarterly meetings per year, the TICH chair may request that the member agency replace them in order to have full participation.
- e. Alternative members are allowed to represent an appointee if the appointee's organization, agency, etc. approves, and the alternate is familiar and current with TICH issues and business.

**VI. Duties of State Agency TICH Members:**

- a. By November 30<sup>th</sup> of each year, each agency represented on the TICH shall report to the TDHCA a standard set of performance data, as determined by the TDHCA on the agency's outcomes related to homelessness.
- b. Each agency shall contribute financial resources to the TICH of no less than \$10,000 annually.
- c. Each agency representative on the TICH shall provide appropriate administrative staff and others of their agency information regarding the agencies issues, actions, and future plans.
- d. Agency representatives are responsible for providing to the TICH the necessary information regarding their agency's programs as they relate to homeless issues.
- e. Agency representatives accept the responsibility for being their agency's sole representative and ensuring effective and frequent/and or as necessary communication exists between the TICH, TDHCA, and their agency.

**VII. Operations of the TICH:**

- a. At the final meeting of the fiscal year, the members of the TICH shall elect one member to serve as the chairperson and one member to serve as the vice-chairperson for the following fiscal year.

- b. The TDHCA shall provide clerical and advisory support staff to the TICH, and shall serve as the fiscal agent for the TICH.
- c. The TICH may accept gifts and grants from a public or private source for use in carrying out the TICHs duties.
- d. For any of the duties under Section III that the TICH is unable to carry out, the council must ensure that local or statewide nonprofit organizations perform the duties.
- e. Bylaw amendments may be proposed by any council member. Amendments presented at a general council meeting shall be considered for voting at a subsequent meeting. Adoption of an amendment to the bylaws will require 2/3 approval of all members.

#### **VIII. Meetings:**

- a. The TICH shall meet at least quarterly, at the call of the presiding officer, and other meetings as will be determined on an as needed basis.
- b. Quorum will consist of 50% of voting members, where the total number of members does not include any vacant member agency seats.
- c. The recommendations of the TICH will be adopted pursuant to a majority vote of members present on a motion duly made and seconded. All TICH actions, which rescind or amend a recommendation, will also be adopted in this manner.
- d. Protocol for Visitors/Guests- The presiding officer of the TICH may invite individuals or organizations to address the TICH. Individuals and organizations who have been invited to appear should wait to be recognized by the presiding officer, and must limit their remarks to the time allowed by the pre-set agenda and/or the presiding officer.
- e. The TICH shall keep written minutes of their deliberations and submit them to the presiding officer for keeping.
- f. The TICH may hold throughout the state, public hearings on homelessness issues. TDHCA shall provide to the secretary of state for publication in the Texas Register a notice of the hearings and shall provide for the notice to be given in other appropriate sources, which may include: a newsletter published by a nonprofit organization addressing the problem of homelessness or a local newspaper.
- g. Meetings may make use of technology such as telephone and or web participation to achieve quorum and for the purposes of voting.
- h. Electronic voting of the membership is permitted; however, for an electronic vote to be valid, all members must be notified of the vote at least 24 hours before voting ends, and the motion must receive approval by a majority of the full membership of the council.
- i. The rules of "Robert's Rules of Order Newly Revised" shall govern the council in all cases where they are not inconsistent with these bylaws or governing state statute.

#### **IX. Reporting**

- a. The TICH shall annually prepare an action plan, to be approved at the final meeting of the fiscal year. This plan will include, but is not limited to:
  - 1) Areas of policy input for TDCHA and other member agencies
  - 2) Plans for implementing or improving agency data reporting to the TICH
  - 3) Goals for improved service coordination
  - 4) Any needs assessments and/or gaps analyses to be completed

- b. The TICH shall submit annually a progress report to the governing bodies of the agencies represented on the TICH, including but not limited to:
  - 1) A summary of policy recommendations made to the TDHCA and other member agencies, as well as a summary of agency responses.
  - 2) Report on changes or improvements in agency data reporting
  - 3) Service coordination activities
  - 4) Summary of needs assessments and/or gaps analyses
  - 5) Results of resource survey
  - 6) Agency performance measures, and
  - 7) Other activities relevant to duties in Section III.

**X. Use of Committees**

- a. The TICH chair may establish standing committees, and/or ad hoc committees to study specific or ongoing issues.
- b. These committees may make recommendations to the whole of the TICH for its consideration.
- c. Special ad hoc committees are discharged on completion of an assignment for which appointed.
- d. Membership of standing committees is reviewed and renewed annually by the TICH.
- e. Standing committees are those that address the on-going needs of the TICH and issues identified as ongoing by the TICH.
- f. Committee chairs may call meetings, and committee membership is organized through volunteers with relevant expertise to contribute to the committees work.