



**Minutes of the May 7 , 2020 PIC Board Meeting**

**Staff: Laura Thielen, ED**

**Board Members In Attendance via webex: Connie, Heather, Anne, Robert, Bill, Carla, Gavin, Randy,  
Tom, Aura, Marya,**

**Guests: Marc Alexander, Marilyn Boutain, Timothy Ho**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome/Action</b>
<b>CALL TO ORDER</b>	10:06a	
<b>INTRODUCTIONS</b>	Laura called the role to see what directors were present.	
<b>APPROVAL OF MINUTES</b>	Minutes of April Meeting. Add participants to April Mins.	Anne motioned to approve, Bill Seconded, Approved
<b>ED Rep ort</b>	SEE ATTACHED	
	PIC is moving rapidly to complete the NFP legal status. All HUD grants have been moved or are in the process thereof. There was no finding of issues with the HUD review of PIC and the grants.	
	The HIC report has been completed and will be presented to HUD in the next week. The Point In time Count Report has been reviewed and the numbers have been analyzed. The report will be sent to the review committee for input and then the report will be released. There will be no combined state report, as the Neighbor Island player has declined.	
	COVID-19 responses are in the Report. In addition, a wide variety of outreach meetings with various entities, C&C, State, etc. are ongoing on an enhanced schedule	
<b>COMMITTEE REVIEW</b>		
<b>Advocacy</b>	Gavin Thornton reported on the special session of the State Legislature. The Legislature is scheduled for a week of work next week and probably in July. They will be making recommendations on funding across all departments and where cuts will be made.	
<b>Communications</b>	Randy Gonce stated that there had not been a meeting of his committee as a result of the pandemic. The committee will be working with Laura on the release of the PITC.	
<b>Data</b>	Carla Houser reported about covid information that is now in the HMIS. Verbal consent to share information was approved at the last data committee meeting. Assessment tool is being utilized but not to the extent we were hoping for. Carla has been reaching out to providers regarding the copy all assessment tool. We have a few agencies left that still have not reviewed the training video. As soon as those providers view the video, the copy all assessment will be implemented.	
<b>Awareness</b>	No report. Jere is continuing to work with awareness committee remotely.	
<b>Planning</b>	Bill Hanrahan reported no meeting had occurred.	

<b>Organizational Development</b>	Meetings continue next week with Laura and Kim Cook among others.	
<b>CES Oversight</b>	Tom reported that there will be a Rapid Rehousing meeting in a couple of weeks. CES is working hard on getting folks referred for housing. They are working on touch bases with all the different providers.	
<b>PIC General Meeting</b>	Connie suggested we highlight organizations that haven't been heard from before. We will cut down on reports and have committee reports available prior to the meeting so that we can focus more on planning and priorities.	
<b>Executive Session</b>	Executive Session was requested by Heather Lusk.	
<b>Next Meeting</b>	Thursday, June 4, 10am	Meeting adjourned at 12:03pm

## Executive Director Report

May 7th, 2020

Aloha Board of Directors. I hope you have all been keeping healthy and safe during this difficult time. I also hope that you have been able to find some silver linings in all this chaos. One silver lining that I have found is the teamwork that continues to shine brightly at PIC. During this crazy time, we have hired 2 new staff and were able to celebrate the end to Wallace's VISTA term and all of their accomplishments over the last year. Wallace's last day as a VISTA will be May 11<sup>th</sup>, but not to fear, Wallace has agreed to stay on as a permanent hire with PIC! Their expertise during the PITC, all the research they have conducted, the new website that they created will not be forgotten and now we get to keep that expertise in house!! Along with the end of Wallace's year, I also get to celebrate my anniversary at PIC. As of May 14<sup>th</sup>, I will have been at PIC for one year. As I look back over the last 12 months, it is amazing to see all the changes that have taken place at PIC and in our CoC. There's been some ups and downs along the way, but I am proud of how far we have come and what we have accomplished. I will be working on an annual report over the next several weeks so that we can catalog all that we do at PIC over the course of the year. This annual report will enable us to create a timeline of programs, funding and events that occur along the way. It will also include a financial breakdown for all grants and funding. And now we will get to my monthly report for your review:

**Grants:** We are almost complete with the transfer of all HUD grants to PIC from AUW. We are currently applying for access to ELOCCS and hope that the transfer is complete within the next few weeks. We completed our HUD audit of 3 current grants (Planning, CES and HMIS) on April 15<sup>th</sup> and the preliminary report from our local field office was positive. There were no significant findings. We are still awaiting the final report from HUD. We are also working on developing a strategy to collect proof of match for all of our grants now that we will be responsible for reporting match without AUW. This will be a challenge since AUW had an easier time developing match due to all their different funding streams and programs. We met with HUD to discuss what things we could incorporate into match and will continue to work with our planning team and Angie, our bookkeeper to make sure we have all the appropriate documentation for match.

**Planning:** We have begun planning for the 2020 CoC HUD NOFA. We do not know if the competition will be delayed, cancelled or released at any time soon so we are acting as if it will be released in June/July similar to last year. We have begun discussions on the RFP and competition process and will update the Board at our next meeting regarding preparation. Some CoC's have sent letters to HUD requesting that 2019 awards be awarded again without a competition. I sent out a sample letter from another CoC and got mixed replies. The Board can decide to send a letter as a CoC, not send a letter or suggest individual agencies consider sending a letter. I spoke with our local HUD field office and Mark stated that they had not heard as of yet how the competition will unfold at this point. We have completed the cleaning of all of the PITC data for 2020 and are in the final stages of the report. The official report to HUD will be completed by the end of this week. The narrative report will be complete within the next few weeks. Within the report we will have

an analysis of the last several PIRC reports and we are able to state that our change in methodology did not significantly change the total numbers within the report. We will have a report meeting on Friday at 10 AM via webex if anyone would like to attend. We will be sharing the numbers in that meeting but they will not be made public until the report is complete. We were notified of Child and Family Services proposal to appeal the denial of their program through the CoC competition last summer. We are awaiting feedback from HUD regarding this appeal and will follow all guidelines stipulated by HUD. Although it is always unfortunate when a program loses funding through the CoC Competition, it must be noted that the staff of PIRC does not have a say in the scoring and ranking of any of the project applications and that our role in the competition is to monitor the process and abide by RFP and HUD rules. We will continue to work on the CoC competition process and encourage the CoC to continue to work on this process to continue to have a fair and organized competition.

**HMIS:** The HMIS continues to work hard to incorporate Covid information into the HMIS. At the beginning of April our HMIS went live with a COVID assessment app to assist providers with conducting assessments of folks to determine whether or not they were likely candidates for Covid testing and whether or not they had underlying health issues that may make them more susceptible to sickness. Along with collecting relevant covid information, the app also creates a heat map to help providers track assessments and develop plans on outreach and supply distribution. We received a grant from Hawaii Community Foundation through AUW in the amount of \$45,000 to purchase PPE supplies on April 10<sup>th</sup> and immediately hired Hannah Liebreich as a data person to assist us with our survey assessment tool. Once providers complete an assessment, Hannah and others on the HMIS team immediately import the data into HMIS to protect the information and have it available on the HMIS almost immediately. We also incorporated an alert in HMIS to alert providers if a client tested positive for covid or had related issues. With the money from HCF we were able to purchase 4,000 1oz bottles of hand sanitizer, 1,000 tissue/tp packets and 3,200 pairs of gloves to disperse to providers and clients. We also distributed more than 4,000 blankets, 400 comfort kits 500 slippers, donated by Hawaiian Airlines. 200 packets of soap, 1,000 masks from Tori Richards, a variety of masks from community members, 4,000 surgical masks from Josh Green's office along with booties and bags from Macy's and Nordstroms. All items except a few blankets have been distributed by PIRC staff to more than 20 agencies island-wide.

HMIS continues to work diligently on training and de-duplication of records. I believe Josh may be nearing the 1,000 mark of de-duplication and Jen has uploaded many trainings onto our website so that they are easily accessible to all providers. More than 14 videos are now available on our website for providers. There are also quizzes available to enable monitoring of retention of information. We look forward to visiting all of our providers and helping out in person whenever it is deemed appropriate. We approved verbal client consent to share information from the HMIS so that providers could conduct social distancing appts. via phone or computer so that services and housing could be worked on during this time. There were some concerns that were brought up about this, but the data committee felt that for the current crisis we needed to come to a consensus on the issue and make sure that we revisit the issue at each data meeting going forward. We didn't want to have any barriers affecting clients ability to be on the BNL and receiving access to housing. We did apply for a small amount of funding through the CARES Act ESG RFP a few weeks ago to assist with Covid related HMIS work. We will see if that is approved hopefully within the next week or so. This was a difficult grant to write since there wasn't an actual application for HMIS funding but it was specifically allotted for in the application narrative.

**CES:** The CES has hired the last team member for their group and Darrell Edelhoff will be starting next Monday. You may recognize him from Mental Health Kokua. Darrell has been involved with Case Conferencing for quite some time so we are looking forward to his joining the team. This additional resource will allow CES to work more closely with all providers and hopefully move referrals out quickly. The CES and HMIS team is working together right now on streamlining several things including streamlining the vispdat and enrollment timelines so that they are in sync with each other. Currently, clients fall off the BNL depending on the status of their program enrollment and vispdat expiration and these are two different times. The teams are meeting with outreach workers and funders today to have a conversation on how to make this a better process. The CES team has also come to realize that through the forced social distancing that covid 19 has mandated, they have actually streamlined their touch bases with providers and they have been able to get more accomplished by meeting separately with different groups and really drilling down on issues quickly and more efficiently. This silver lining has made them realize that more can be done through this new process so they may continue this format to some degree once social distancing is no longer necessary. CES has been working hard to assist families at the Holomua Na 'Ohana project which will be

closing at the end of June and the USVets Champ program that will end within the next few weeks. We are working on starting these closure discussions further out so that there is not a mad scramble for options for these clients. We do not want anyone to go back into homelessness due to the loss of a program.

**YHDP:** The RFP for YHDP was released and applications for funding will start to come in over the next week or so. Scoring and ranking will continue and award letters will be distributed towards the end of May beginning of June. Our Community Coordinated Plan was completed and turned into HUD last week and was almost immediately accepted by HUD. This will be a living document that will be updated every few months as we move further into program development. OYAB meetings will continue remotely which has been a challenge in regards to payment of stipends. Some youth do not have direct payment options which has necessitated issuing checks which has not been reliable over the last month. Angie is doing her best to verify payments and we will work with the youth to improve this system.

**LEP:** The Landlord Engagement Program continues on despite the chaos of covid 19. Gracie has assisted with the housing of dozens of folks but there has been some pushback from the city regarding our work in this program. Gracie often finds herself doing much of the work that case managers should be doing. She has worked hard to develop relationships with landlords and does not want to jeopardize those units if a case manager does not follow through with their responsibilities. Due to the current crisis, we have been unable to really work on this issue but we are hoping to address those concerns as we continue to work on the program. One way that we are hoping to accomplish this is by applying for a very small ESG covid grant. We applied a few weeks ago in the hopes that we can hire another LEP person that will specifically focus on training of case managers to assist them in developing relationships with the landlords that we contract with so that landlords will trust other case managers and the services will be provided as needed. We are hopeful that that will alleviate some of the time that Gracie has put into case management so that she can focus more on developing new landlord relationships. Gracie has gotten Locations to agree to reserve 14 units for providers and Tom Shinsato Realty is close to making an agreement with LEP.

**Enforcements/HELP Outreach:** Due to the restart of enforcements, we will be assisting providers later today with a targeted outreach/HELP session in the Main Library/Iwilei area. There is limited access to shelters but we will do our best to assist with providing coordination to shelter for anyone who is willing to accept it. We continue to work with providers and community groups regarding access to restrooms throughout the island. We continue to work with HUI Aloha to provide supplies and support and connections whenever possible to assist with their bathroom brigade project.

**HUD SNAPS Community of Practice Fall 2020 Semester:** Attached you will find a one page outline of Technical Assistance that can be offered to our CoC over the next several months. I'd like the Board to review and select some topics that they would like us to ask for assistance on. This is not mandated, but this is a great opportunity to get expertise in a variety of areas. Some suggestions from Heather and Connie include CoC Governance, Leadership Development along with several others. We currently receive a lot of quality TA from a variety of providers and I think we have benefited greatly as a CoC and an agency.

**Covid Specific Items:** Marc Alexander and I co-host a weekly homeless workgroup meeting to update different stakeholders on what is going on throughout the homeless community. These meetings occur every Tuesday at 3pm. Lanore has been working on a daily Covid specific newsletter that pulls information from national, state and local partners and shares it with the PIC Membership. Now that there are less things to share in this newsletter that is covid specific, we will be morphing it slowly into a CoC Newsletter and it will eventually move to a weekly release. We are trying to cut down on emails out to the ListServ and now that people are becoming familiar with this format, we hope that providers will take advantage of this opportunity to utilize this newsletter to get information out to the community in a streamlined fashion and limit the email overload. This newsletter will include weekly meeting notices and will link to all information so that there will be one resource for a host of information. We have become involved with the weekly outreach meetings run by Scott Morishege and Harold Brackeen. This has been a great resource that we hope will continue after the pandemic runs its course. This is the type of meeting that has been asked for by outreach workers for quite some time. Although we will decrease the frequency, we hope to continue these talks into the future. This is where the HMIS and CES teams can bring issues to the outreach workers and get feedback on how PIC can better serve the continuum. I was asked to speak at a special senate session meeting with Scott Morishege and Eddie Mersereau on April 8<sup>th</sup> to update the Senate committee members on covid related matters. There is much concern regarding the provision of services to the homeless,

disbursement of homeless camps, testing of individuals and much more. We updated to panel on all things we could and continue to work with legislators regarding funding and programs.

**New Projects:** We were excited to see an RFP released for the Weinberg Village Waimanalo project and look forward to seeing a new program in that space over the next several months. Renovation of the space will take a few months but it will be worth it to see another program that will be available to windward individuals and families. The new Kauhale Village at Kalealoa is in the process of being set up. We have started discussions with USVets to add this program to both CES and HMIS. We are awaiting review by HUD on whether or not this project will be able to utilize HUD housing vouchers. At this time, it will be restricted to non HUD subsidies and other types of funding.

**Agenda ideas for PIC General Meeting:**

Financial Report:

Planning FY '17 5/1/19-4/30/2020

Total Grant:	\$272,999.00
Total Expended:	\$272,999.00
Total Remaining in Grant:	\$0

Planning FY '18 12/20/2019 – 11/30/2020

Total Grant:	\$272,417.00
Total Expended:	\$15,759.19
Total Remaining in Grant:	\$256,657.81

CES FY '18 9/1/2019 – 8/30/2020

Total Grant:	\$300,000.00
Total Expended:	\$105,478.85
Total Remaining in Grant:	\$194,521.15

HMIS FY'18 7/1/2019 – 6/30/2020

Total Grant:	\$122,030.00
Total Expended:	\$108,293.15
Total Remaining in Grant:	\$13736.86

LEP 11/1/2019-10/31/2020

Total Grant:	\$400,000.00
Total Expended:	\$8,618.86
Total Remaining in Grant:	\$382,762.28

YHDP

Total Grant:	\$3,800,000.00
Planning Grant:	\$112,000.00 (out of the \$3.8 million)
Total Expended:	\$15,350.84
Total Remaining in Planning Grant:	\$98,649.16

PIC Checking Account: \$63,803.00

Hi Laura!

I wanted to take a moment to reach out to you to provide you with updates on our committee's work in preparation for the Board Meeting tomorrow. My son has a doctor's appointment at the same time as the

meeting so I won't be able to join. I will attempt to join after the appointment if you folks are still going. In the event I am not, here are our updates:

- We have not done anything in the way of working on governance or org structure
- George and Matt reached out to me this week to ask about progresses and stated that they were not able to get the documents to us yet to support the restructure. They have a lot in terms of COVID response efforts to address so we haven't been able to connect yet.

With this lack of progression, I am hesitant to hold our meeting next week as I don't have any structure to move the group forward. We can always recreate the structure, but I don't want to require more work than is needed if resources exist. Do you have thoughts on how you would like for us to proceed in the work? I am open to any feedback you have. Thanks Laura! I will make sure to review the minutes.

**PARTNERS IN CARE, OAHU'S CONTINUUM OF CARE**  
**200 North Vineyard Boulevard • Suite 210 • Honolulu, Hawaii 96817 [www.PartnersinCareOahu.org](http://www.PartnersinCareOahu.org)**