



Minutes of the June 4th , 2020 PIC Board Meeting

Staff: Laura Thielen, ED

**Board Members In Attendance via Zoom: Connie, Heather, Robert, Carla, Gavin,
Tom, Aura, Marya, Brandy, Jere,**

Guests: Kelly, Marc Alexander, Jason Kasamoto, Scott Morishige,

Topic	Discussion	Outcome/Action
CALL TO ORDER	10:04am	
INTRODUCTIONS	Laura called the roll to see which directors were present.	
APPROVAL OF MINUTES	Minutes of May Meeting.	Gavin motioned to approve, Heather Seconded, Minutes Approved as written
Announcement	It was reported by Tom MacDonald that Danna Manners from US Vets passed away the other day. No other information was available. She was a well-respected member of our provider community and we appreciate her as a professional and as a wonderful human being. Connie also reported that she lost an employee recently and that these things are very hard for the rest of an agency. This can be a stressful field to work in and support of our staff is vital.	
ED Report	SEE ATTACHED FOR FULL ED REPORT. Laura focused on a few highlights: Construction is happening in the PIC office to give more room to our teams and to allow for a fire exit to be accessible. Point In Time Count Report is complete and will be distributed starting tomorrow. Several Board Members commended the PIC team for putting together a great report with very useful information that will hopefully lead to better services in the different regions. There will be multiple additional reports that will be coming out in the next few months that will take deeper dives into specific populations and issues. PIC will work with Randy to get a press release out asap. Financial Report: Angie from PIC reported on the progress of PIC's financial situation. We will continue to work on these reports over the next few months as grants begin to be transferred from AUW to PIC. We will be working on a Calendar year financial report since the Board is selected on a Calendar Year. We will also be working with Robert as the Treasurer going forward to make sure that we have checks and balances on our system. We will also be working on a budget vs actual accounting so that the Board can plan ahead for expenses.	PITC Report will be released to the public this week. Laura and PIC will put together Main Talking Points sheet for Board
Advocacy	Gavin reported that the Advocacy group is staying abreast of the special session that will be coming up in July and has been reaching out Legislators to keep housing and services at top of mind. The Council on Revenue has painted a bleak picture of the economy going forward. We need to continue to encourage stories from those who are negatively impacted by Covid to speak up so that policy makers see that the need is	

	<p>read. Connie, Robert, Carla, Aura and Heather will work with Gavin on a survey on the needs of the community. Connie voiced concern that there is not enough emphasis on employment so we need to make that a priority as well. Jason stated that Senator Ruderman and Rep San Buenaventura will not be in charge of their committees next year since Ruderman is not running and San Buenaventura is running for the Senate seat. There will be some uncertainty regarding their committees for the next Leg session. Laura brought up the Affordable Housing project that is marked to start in Kailua. The community has come out hard against this project based on traffic and parking issues. This is a vital project for affordable housing since there is so little in Kailua that is affordable. Laura requested a permission to send a letter of support to the neighborhood board and council in support of this project. Gavin brought up the evictions moratorium letter that has been sent to providers.</p>	<p>Laura will be drafting a letter of support for the Kailua affordable housing project. Marya motioned to approve PIC signature to the eviction moratorium letter. Heather seconded the motion. Approved.</p>
Awareness	<p>Jere reported that the awareness committee is continuing to plan for the 2020 Homeless Conference and will begin to consider Plan B options if Covid issues demand changes. They are also considering virtual options for the conference and different meal options (box lunches vs. buffet). They are holding off on sending out sponsorship requests until later in the summer but early registration will go forward. Connie suggested a blend of virtual and in person options. PIC staff will continue to support the direction that the committee would like to move in.</p>	
CES Oversight	<p>Tom reported that CES continues to be successful in moving referrals out. 65 households moved into housing in April, 32 were families. We are working on prioritization matrix to include covid affected folks. We are also working on addressing re-entry folks from prison who are being released to address covid concerns. Family Promise has added short term units at Weinberg Village, Malaekahana and some hotels. The Rapid Re-housing Workgroup met recently and a lot of good ideas are coming out of that group.</p>	
Communication	<p>Randy was not available for a report today. PIC is working with Randy on press release for PITC Report.</p>	
Data	<p>Carla reported a recommendation to allow TQIC/DOH to have read only status with HMIS to allow for continuity and coordination of care. The committee is working with Doug Imig to determine level of access to HMIS. HMIS is working on a 3 strikes option for when HMIS users repeatedly create duplicate records. First strike they are given a warning and access to training. 2nd strike their Point of Contact at their agency is alerted and training is compulsory. 3rd strike they are locked out of system until training is complete. Data committee would like the BOD to vote on the change of auto exit from the BNL. The motion is to change the auto exit to 12 months with an active VISPDAT and to remove the need for an enrollment every 6 months so that people do not get exited from BNL prematurely. Connie did voice concern that when someone is</p>	<p>Connie moved to allow access to HMIS by TQIK/DOH, Marya seconded motion, motion approved.</p> <p>Marya motioned approval of change to auto-exit, Heather 2nd motion, motion accepted.</p>

	<p>not engaged with any program, less effort to prepare people for housing (getting document ready etc) makes for poor referrals because they become harder to find. Furthermore, extending eligibility period makes the people who are more recently and actively engaged have to wait longer to get into housing. Carla will take this concern back to committee. Data committee is expanding consent practices. Our P&P's are more stringent than HUD's so we will be working on those policies and procedures over the next few weeks. Laura reported that a new BNL report needs to be created. CaseWorthy has stated that the creation of this report will cost more than \$13,000. Due to this high cost, we have reached out to DOH/UH to see if they can assist with the creation of the Sqel coding for the report. At the same time, DOH is requesting access to HMIS to enable them to complete projects with SAMSHA and ADAD. We will continue our discussions with them and bring it back to the Data Committee. There was much interest in several members of this group to attend our data committee group.</p>	
Planning	<p>Bill Hanrahan has resigned as Chair of the Planning Committee. We will send out nomination papers to the listserv to see who would like to fill this position. It was suggested that virtual interviews be conducted.</p>	
Organizational Development	<p>Kelly stepped in on Kim's behalf for this committee report. We are continuing to work on P&P's for the Organization and putting together a list of potential board members for the 501C3 Board. Please send any suggestions to Kelly or Kim</p>	
OYAB	<p>Brandy reported about the recent completion of the YHDP funding process. It was a great experience for Brandy and her colleague to go through the RFP process. Heather congratulated OYAB for their great job over the last year of this process. Brandy asked if other OYAB members could attend the general meeting which was highly encouraged.</p>	
PIC General Meeting	<p>Connie suggested that a survey out to providers asking what they want to see at future General Meetings. Laura will work on this task. Robert requested that PIC consider being a part of DVAC consortium and DVAC be a part of PIC. Laura will work with Sharon to send out membership packet to DVAC. It was suggested that OYAB be invited to the next General Meeting to present the award decisions from the RFP process and explain what is happening next.</p>	
Fund Raising	<p>Now that PIC is a non-profit, it was recommended that fundraising options be considered to help with costs and cash flow. Laura emphasized that we need to be cognizant not to cut into fundraising that could go to direct services. An ad hoc committee was suggested to discuss this. Since this was a topic within Org Development, it was suggested that it go to that committee for further discussion. Kelly volunteered to lead this discussion.</p>	
ED Evaluation	<p>Laura is overdue for her 6 month and 1 year evaluation. Heather, Connie and Marya have spear headed this item and have sent out surveys to all board members and will be sending out an evaluation tool to the staff shortly.</p>	

Miscellaneous	Laura reported that her husband is running for City Council. Laura emphasized that she is aware of rules around this issue and that she is not to use any work equipment or time to conduct any campaign issues.	
Executive Session	Executive session was called.	
Next Meeting	July 2 nd , 2020, 10am via zoom	Meeting adjourned at 12:38pm

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