



PARTNERS IN CARE

Oahu Continuum of Care

Partners in Care is a coalition of Oahu's homeless service providers, government representatives and community stakeholders working together in partnership to end homelessness.

PIC CoC Advisory Board Meeting

Thursday August 5, 2021

10:00 AM – 11:30 AM

Join TEAMS Meeting

AGENDA

- Call to order
- Introductions of members and participants
- Review and Approval of July Meeting Minutes
- ED Report – Laura
 - a. Eviction Moratorium Update
- Committee Review:
 - a. Awareness – Jere Kalima
Vote - Review of new cost estimation for Awareness Conference
 - b. OYAB (Oahu Youth Action Board) – Brandy Gouveia
 - c. Advocacy –
 - d. Coordinated Entry System (CES) Oversight – Tom McDonald
 - e. Communications – Kimo Carvalho

Recommendation #1: Branding of 501c3 vs. CoC for Administrative Functions

Business Situation:

- The 501c3 officially "owns" the brand name "Partners in Care"
- Partners in Care (501c3) is also the fiscal sponsor and official partner to the Continuum of Care (CoC) where PIC staff assists with carrying out the daily business on behalf of the CoC via the 501c3
- The transition from PIC as a CoC to PIC as a 501c3 has resulted in confusion + administrative challenges (ex: Laura recently needed to draft an MOU between PIC and PIC)
- Legally, the CoC does not need to have a formal name
- Clarity on the business naming will streamline grant applications, contracts, and essential business functions.

Committee Recommendation:

- Official 501c3 Name: Partners in Care, Oahu's Continuum of Care DBA Partners in Care
- Official CoC Name (for time being): Oahu CoC

Recommendation #2: Branding + Communications for Oahu CoC

Business Situation:

- Oahu CoC strategic planning retreat is considering Sharon Simms as its contractor
- Strategic planning was to originally include branding as part of the agenda and work

Committee Recommendation:



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- Based on best practices, it is recommended that branding and communications follows strategic planning retreat agenda items with focus on PIC reorganization only
- PIC Communications Committee to begin Oahu CoC brand conversations this year separately, and will consider Sharon Simms if needed at a later time

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- f. Data – Claire Fujita
- g. Planning – Jillian Okamoto
- h. Organizational Development – Greg Payton
 - To formalize different partnerships with offices like HPD, DOH, DHS, DCS, etc.
 - To suggest points on scorecard to correlate with agencies attending CoC meetings
 - To promote agencies to maintain HMIS access
 - To define and clarify what partner agencies are to the CoC.
 - To develop details of branding for the name, logo, 501c3, and CoC.
 - To determine funds from different activities and grants
- i. Old Business
- Old Business
 - a. Board Retreat/Strategic Planning
 - b. Coordination/Interaction between 501c3 Board and CoC Advisory Board
- New Business
 - Prevention Discussion
 - Emergency Housing Vouchers
- August 17th, PIC General Membership Meeting
- Executive Session
- Next meeting: Thursday, September 2nd, 10am-12pm

Group Agreements

1. **Inclusivity:** Everyone should participate, we will create space for all meeting participants to contribute with one person speaking at a time.
2. **Step up, step back:** If you are a person who normally talks a lot, then please try to 'step up' listening and 'step back' talking. If you are a person who normally stays quiet, then try to 'step up' speaking, and 'step back' listening.
3. **Stay on track:** The agenda will be utilized to keep the meeting targeted. When conversations linger on/tangents come up, participants will be redirected to the most appropriate place to continue to conversation (via committees, email correspondences, one-on-one conversations, or alternative meetings, etc.). The Chair will serve as a moderator to keep the meeting on track.
4. **Come prepared:** Anything that needs to get voted on will be provided a few days ahead of the meeting, members should come to the meeting prepared by pre-reading meeting materials.
5. **Stay engaged:** When possible, have your camera turned on and limit multi-tasking to honor everyone's time.

Committee Bullet Points:

- Advocacy –



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- Awareness – Jere Kalima
- Coordinated Entry System Oversight – Tom McDonald
- Communications – Kimo Carvalho
 - Landlord Engagement Program + Landlord Solicitation
- Data – Claire Fujita
- Planning – Jillian Okamoto
- Organizational Development – Greg Payton
- Oahu Youth Advisory Board – Brandy Gouveia