



# 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 Member Relations Committee Meeting Minutes  
200 North Vineyard Boulevard, Suite A-210  
November 10<sup>th</sup>, 2022

**Attendees:** Greg Payton (MHK), Marya Grambs, Heather Lusk, Scott Morishige, Cheryl Bellisario, Claire Fujita  
**PIC Staff:** Laura Thielen, Elliot Woods

Topic	Discussion	Outcome/Action
Call to Order, Approval of Minutes	The meeting was called to order 2:04pm. Review of October Minutes.	October Minutes approved
Continuing Business	<ul style="list-style-type: none"> <li>A. Review of Email regarding membership for the next regular meeting. There will be a renewal packet sent out to all current members and any suggested new members. (see overview of email at end of minutes.</li> <li>B. Membership packet includes Member Responsibilities.</li> <li>C. Marya – we should add that attendance will be used for NOFO.</li> <li>D. Scott – I think it should cover all Federal, State and Local funding. This way people will be able to use their attendance records for funding sources, and the CoC can use it for CoC funding sources.</li> <li>E. Adding the wording “People with history of homelessness automatically qualify for a waiver”.</li> <li>F. Elliot – do we want to place this on letterhead? Yes</li> <li>G. Laura and Elliot will work on payment options, but for the renewals for this year we will just accept checks.</li> <li>H. We will send out membership packets early next week and then bring it up at the conference and then follow up with another email.</li> </ul>	
New Business	<p>Strategic Planning Discussion. Heather – should the members relations committee work on the planning for the strategic planning process? Scott – Thinking that the Planning and Housing Committee would be a good group to work on strategic planning. It depends on how we want to move forward. Then it should go to the Advisory Board. Marya -I still think it should be a part of the Member Relations responsibility. Heather – we can still be involved, but move the actual planning to be under the Planning and Housing Committee. Heather – review of our meetings with consultants for the strategic planning over the last several weeks. We spoke with the laian DeJong and Valerie Nash. Heather will be writing the grant to request funding for the strategic planning process. Greg stated that we worked on a longer process in the strategic alignment and that now we can look at a more direct and short process for the strategic planning. The Member Relations Committee approves Heather reaching out to lain as the selected facilitator and to submit a grant request from Weinberg by the end of November. Heather – we may need to wait until after the legislative session. The new administration will then maybe be more able to have their voices heard in the process.</p> <p>Goals for the Member Relations Committee Greg talked about Standardized training and orientation as being a good direction of the committee. What are the top issues that new members and current members be aware of prior to joining the PIC. We will continue to work on these items over the next several months. We will add this to the agenda moving forward. Greg – we should ask each chair to think about what they need to be as successful as possible in their roles. Greg will check in with the chairs before the next Member Relations meeting.</p>	Heather will reach out to laian and Weinberg to move forward with the Strategic Planning process.
Adjournment	Meeting was adjourned at 2:59p.m.	
Next Meeting	December 8 <sup>th</sup> from 2:00 p.m. to 3:00 p.m. via TEAMS	

**Intro for the listserv email would be:**

The 2023 O’ahu CoC Membership Applications are now available! If you’d like to join or continue your partnership with the O’ahu CoC, please complete a 2023 application. Information on membership is provided below. (same information as below).

**Email for current members:**

Aloha,

You are receiving this email because you are currently a member of the O'ahu Continuum of Care (CoC). Each agency is required to renew their membership yearly. If you'd like to continue your partnership with the O'ahu CoC in 2023, please complete the Voting or Community Membership application. Membership information and requirements are provided below. For more information, please refer to the attached CoC Charter (page 4 has membership information). Applications and payments are due by January 31, 2023.

**Voting Members:** An individual, agency, or representative of a Government Office who is concerned with and/or providing services to the various homeless sub-populations furthering the direction of the O'ahu CoC. An agency and/or department with more than one individual representing that organization will be recognized as one member. **Agencies with Oahu HMIS access are required to be Voting Members.**

**Voting Member Responsibilities:**

- Pay annual dues or request a fee waiver
  - Organization fee (updated from 2022): \$175
  - Individual member fee: \$50
  - To request a fee waiver, please contact Elliot at [elliottw@partnersincareoahu.org](mailto:elliottw@partnersincareoahu.org)
- Have a vote in the general meetings, board elections, and other matters brought to the attention of the CoC
- Must take part in at least one (1) [committee](#) and attend the **majority** of meetings (attendance is tracked at each meeting)
- Voting members must attend the **majority** of CoC General Membership meetings during the year (attendance is tracked at each meeting)

**Community Membership:** Any individual or agency that is not interested in completing the voting membership requirements may become a nonvoting member of the CoC. This membership does not require you to be a part of a committee. *A community membership requires no fee.*

**Community Member Responsibilities:**

- Attend at least **two** CoC General Membership Meetings (attendance is tracked at each meeting)
- Attend or participate in CoC activities each year including the Point in Time Count, Homeless Awareness Week events, Annual Conference, etc.

To apply, please complete the [Voting Membership](#) or [Community Membership](#) online application. Voting members, please send a check made out to Partners In Care (memo line "2023 Membership") and mail to the Partners In Care office at 200 N. Vineyard Boulevard Ste. A-210 Honolulu, HI 96817. Organizations are required to pay a fee of \$175 and individual members will pay \$50. The deadline to submit your application and payment is **January 31, 2023**.