



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.

MINUTES

AWARENESS Committee Meeting

September 5, 2017

TIME: 10:00am to 12:00pm

LOCATION: Steadfast Housing Development Corporation
888 Iwilei Road, Training Room 2nd Floor, Honolulu, HI 96817

Attendees: Names: Maile Montallana, Randy Villanueva-Ahue, Gregg Suzuki, Keala Souza, Sharaleen McShane, Ana Piloton, Holly Holowach, Leslie Ueyahara, Ashlen Keomaka, Ruth Ann Balbin and Kim Cook

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone. ...	
I. Call to Order	Maile Montallana called the meeting to order at 9:59 am.	
II. Approval of Minutes	August 1st, 2017 minutes approved.	
III. Special Events:	<p>Keynote Speaker, Christopher Miller, attended today's meeting to get feedback from the committee on how he can focus his presentation. We provided him a bulleted list of items the committee previously discussed on what they felt the NVC presentation can include. He said that was helpful. Chris talked about the importance of self-care and self-responsibility of social workers and care givers in order to have enough space to serve and take care of others. He would like this to be one of the points of focus. Often times we give so much and become burnt out easily. Chris talked about 3 core ideas - 1) Releasing 2) Connecting and 3) Listening as the steps to self-care and helping others.</p> <p>Gregg suggested Chris also focus on communication tips when serving our clients especially when they're angry, upset or triggered. Chris said that was a great idea; when dealing with a stressful situation, we have to be present and in the moment and wait for the anger to end; make sure I have space and practice 2-3 minutes of self-connection and up to 15 minutes of de-escalation. Chris talked about trigger practices and agreements which can be transformative moments if dealt with directly. Chris mentioned triggers are just incomplete past experiences that we have not yet properly processed or dealt with. We can implement empathy practices that can help us lead to collaborative efforts versus what is realistic.</p>	

	<p>Chris talked about "how do we bring a community more together" and "frameworks of collaboration". How do people stay in touch?" Chris also discussed having an empathy buddy - someone you can go to when you need support; support without advice; someone that can hear you deeply.</p> <p>Finally, Chris shared a story of a woman who is a well-known artist on the island who, overtime, lost her memory and became homeless because people thought she was suffering from mental illness. Later, after some testing, it was found she had a brain tumor. She had the surgery to remove it, but by this time, she had already lost everything. Chris was brought into the circle by her social workers and he asked her "what can bring you back to life?" She responded an easel and some paints. She was living at I.H.S. at the time, but she was given an easel and some paints and a place to store her art supplies and she began painting again. Today, she is well again, has a roof over her head and is doing so much better than when she was living on the streets. Chris suggested an idea of "What is your easel?" ; what does a person need in order to bring them back to life? What can we do as providers and social workers to bring life back to a homeless individual? Chris talked about the importance of connecting with a story or person or situation in order to help society DE-SENSITIZE the old-fashioned mantra that all homeless people are that way because they did something wrong or something bad - the idea that "this person must have done something bad or made a bad choice which is why they are homeless." By de-sensitizing our community and helping them connect to this story, we can get more people involved. Dr. Kim brought up that she hopes Chris' presentation will also inspire the other individuals at the conference who are NOT necessarily social service providers, but who touch the lives of the homeless population nonetheless - like DOE and HPD. Chris agreed and is also hoping to inspire them to collaborate with the providers at the conference to find ways to better serve and reach those experiencing homelessness. Chris took the bulleted list and is more clear on how he will organize his presentation. He will email Maile soft copies of any handouts he wants to distribute at the conference.</p>	
<p>V. Continuing Business: a. Objective #3</p>	<p>Open discussion held regarding different aspects of coordinating the conference. Discussions are as follows:</p> <p><u>T-Shirt Orders:</u> Maile provided the committee with the t-shirt inventory that was purchased. According to Jen's registration report she emailed on 8/29/17, 2 individuals ordered t-shirts for a total of 4 shirts. During today's meeting \$70 worth of t-shirts were paid for and taken. Total shirt sales is \$140.</p>	

Cost Analysis:

Maile again provided the committee IMPORTANT DATES TO REMEMBER:

- 50% of event balance is due 30 days prior to the event which KROC denotes is October 17, 2017. This equates to **\$8,141.36**. Maile reported she already emailed Gladys a reminder of the due date for this payment so she can prep the check and get the required signatures so the payment is dropped off on time.
- Final food selection and guest count is also due 30 days prior to the event which is October 17, 2017.
- 100% of the event balance is due the day of the event which is November 17, 2017.
- Although final head count is due 10/17/17, headcount changes need to be reported to KROC asap.
- If the headcount changes after 10/17/17, the kitchen needs guest attendance to be confirmed by **11/2/17** to ensure they have enough food. **Changes CANNOT be made after this date. Kroc recommends we overestimate.**
- There will be no additional charges for additional walk-ins on the day of the event, but KROC will only accommodate an additional 5% of walk-ins - which means they will accommodate 15-20 guests on the day of the event.

Maile again provided the committee with the current budget for the Sandwich Buffet. With the Sandwich Buffet, the total budget projected a profit of **\$4,945.44**. The committee agreed to just offer the sandwich buffet. Maile reported she emailed Ariel Cofell, contact with Kroc, to inquire what is offered with the sandwich buffet. Ariel responded with the following:

The Sandwich Buffet includes:

- Prepared Salad
- White and Wheat Bread
- Ham or Turkey
- Variety of Cheeses
- Variety of Veggies (Lettuce, Tomatoes etc.)
- Bag of Chips
- Afternoon cookies

Chef can also include/exclude additional selections based on your preferences, dietary needs, or vegetarian request.

Ariel confirmed the continental breakfast and drink bar is also available for our meal option. However, the dessert option is **ONLY** available for the **HOT** buffet and will not be served with the Sandwich buffet.

Sponsorships/Gift Card Donations:

Maile reported she has not received any other donated gift cards from Jen as of yet. On Tuesday, August 29th, Maile reported she sent out reminder letters to all the businesses NOW with a due date of sending in their donated gift cards by October 13th. Hopefully we will receive more responses.

Leslie reported she did not receive information regarding sponsorships received from Jen as of yet, but understands it's because Jen is working on the NOFA to submit this month. Maile was able to report to the committee that based on Jen's emailed report on 8/29/17, it showed that 7 agencies sent in a sponsorship payment as follows:

Gold:

- City and County of Honolulu: \$1,200
- Aloha United Way: \$500
- Waianae Coast Comprehensive Center: \$500
- Project Vision Hawaii: \$500

Silver:

- The CHOW Project: \$300
- Kealahou West Oahu: \$300
- Healthcare for the Homeless Project: \$300 (coming)
- Housing Solutions, Inc. : \$300 (coming)

Bronze:

- Steadfast Housing Dev. Corp: \$150

TOTAL: **\$4,050**

Registration:

Although Jen was not able to attend the meeting to report current registration numbers, Maile was able to report to the committee based off of Jen's 8/29/17 emailed report. That report shows that **\$2,010** was received in check payments for early bird registration. That's a total of about 35 people.

Additionally, Maile printed an EventBrite report on credit card registrations and reported to the committee that 45 people registered for a total receivables of **\$2,475.**

Leslie reported about 30 more registrations were sent in from her agency for a total of **\$1,650.**

Keala reported 9 registrations were sent in from her agency for a total of **\$495.**

TOTAL RECEIVABLES: \$10,820 (more than enough for the October 17 KROC payment.)

Suggested Breakout Sessions:

Maile provided the updated conference outline worksheet to review and receive updates from coordinators.

Updates:

Opening Speakers - Holly confirmed Scott Morishige, Harold Brackeen, Marc Alexander and Ryan Okahara. Maile confirmed Jon Berliner and Jen Stasch via email. Photo and biography of Jon Berliner was emailed to Holly. No pending items for the morning session.

1) *Strategies for Increasing Housing Inventory in an Affordable Housing Crisis (lead-Dr. Kim)* - Dr. Kim submitted all photos/bios and the session description to Holly. No items pending for this session.

2) *CES (systemic; impact to contracts) (lead - Maile)* - Maile reported that Jen will have Eric Englin and Jay King involved on the panel as the family and singles BNL administrators. Maile submitted all photos/bios for all 4 panel speakers to Holly. Holly reported Jen wanted to revise your biography.

3) *Crisis Intervention / De-escalation Techniques (lead- Maile)* - No items pending for this session.

4) *Spotlight on Hawaii's Keiki Without Homes - Birth to Age 8 (lead - Dr. Kim)* - Speakers are Lauren Moriguchi, Jin Chang, Ben Naki and Chris Jackson. Dr. Kim submitted all photos/bios and session description to Holly. No pending items for this session.


5) *Continuation of NVP communication from keynote speaker. (lead-Maile)* - This will be a continuation of the keynote speaker. No pending items for this session.

6) *Bridging the Gap - Best Practices (lead-Holly)* - Holly reported Brandee Menino, BTG Hawaii Chair, and Maud Cumming, Maui Homeless Alliance CoC, are confirmed. Holly is working on coordinating session with possibly 1 more panel speaker.

7) *Community Policing: (outreach; warm handoffs; build relationships) (lead- Holly)* - Holly reported Captain Jayson Kauwenaole and Lt. Mike Lambert of HPD have confirmed presenting this breakout session. Bios/photos and session description all turned in. No pending items for this session.

Jen to revise her biography.

Holly will continue her efforts in coordinating this panel.

	<p>8) <i>Public Health - Public Safety Partnerships to End Homelessness</i> (lead - Dr. Kim) Dr. Kim reported she is still working on getting photos and bios from the following presenters:</p> <ul style="list-style-type: none"> - Heather Lusk (as moderator), The CHOW Project - Mike Lambert, HPD - Connie Mitchell, I.H.S. - Jack Tonaki, Office of Public Defender - Heather Pierucki, HHH <p>Dr. Kim provided Holly the session description during the meeting. IT needs are a laptop and projector. Holly realized that Mike Lambert is also a speaker for the Community Policing breakout session which conflicts with this session. Maile and Dr. Kim will find a way to switch sessions so that Mike can be in both sessions.</p> <p>Note: Topic Coordinators will provide ALL biographies, presenter pictures and topic descriptions to Holly ASAP. In turn, Holly will provide Ana the compilation before she leaves on vacation so she can submit the CEU application.</p> <p>Leads will continue to make connections with presenters and report follow-ups at the next committee meeting.</p>	<p>Dr. Kim awaiting photos and biographies from panel speakers.</p> <p>Dr. Kim to see if LEAD is willing to move to another session.</p> <p>Leads will continue efforts to connect with contacts regarding the topic assigned and report back at the next committee meeting.</p>
New Business:	None	
Other Issues	<ul style="list-style-type: none"> - Holly announced again to the committee that she will be out on leave from September 24th to October 10th. Members need to get all the required information to Holly before she leaves on September 24th. - Maile reminded all committee members of the final meeting schedule. We have 2 more meetings <i>before</i> the conference: 10/3 and 11/7. The stuffing party is on Wednesday, 11/15/17 from 10am to 1pm with a potluck. - Committee photo taken today after the meeting. 	
Next Meeting	<p>The meeting ended at 11:40am. Next committee meeting will be on Tuesday, October 3rd.</p>	
Minutes Prepared by:	Maile Montallana, Awareness Committee Chair 	

(NOTE: Minutes must be distributed to Committee members and posted on the PIC website prior to the next Committee meeting. Committee Chair/designee must also forward minutes to the PIC Chair prior to the PIC general meeting (held on 3rd Tuesday of month).