



# 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

**PIC Board of Directors Meeting**

**Thursday, December 5th, 2017**

**10:00 to Noon**

**Aloha United Way, 5th Floor Conference Room**

**Attendees:** Jon Berliner, Jen Stasch (Executive Director), Heather Lusk, Marya Grambs, Marc Gannon, Tom MacDonald, Darlene Pires, Natalie Okeson, Maile Montallana, Kim Cook, Justin Phillips, Gavin Thornton, Macy Sevaetasi, Robert Wood, Jason Kasamoto, Anna Stone, Erin Rutherford, Marc Alexander, and Carlos Peraro

Agenda Topic	Discussion	Outcome/Action
<b>Call to Order</b>	Meeting called to order by Chair Berliner at 10:04	
<b>Approval of Minutes</b>	The Board reviewed the minutes of the November 2 <sup>nd</sup> meeting. Gavin Thornton made a motion to approve the minutes as presented. Marya Grambs seconded the motion.	<b>Motion Passed</b>
<b>Continuing Business: CES Update</b>	<p>Director Stasch indicated that the Youth CES P&amp;P's are finished. The Youth P&amp;P's will be approved next week and then circulated to the Board. She reported that the DV CES group will be meeting this afternoon. TA has laid out an agenda that will help the group meet the goals by February of 2018.</p> <p>Natalie Okeson gave an update regarding the Families CES:</p> <ul style="list-style-type: none"> <li>• Unassignments are going down.</li> <li>• Number of families with program enrollments are moving down (getting referred/housed).</li> <li>• Working with CPC on getting reports.</li> </ul> <p>Director Stasch reminded the Board that there will be a CES Oversight meeting next week on Thursday. Singles P&amp;P will be addressed, so please come if you have thoughts to share.</p> <p>Regarding the Singles System: the next increment of City Housing First for Chronically Homeless will be</p>	

	<p>coming on-line, which will have 100 vouchers (90% for Singles).</p> <p>Planning Chair Tom MacDonald indicated that he believes the system needs an additional 10 million dollars for another 5 rounds of vouchers.</p>	
<b>Continuing Business: 501(C)3 Update</b>	<p>Chair Berliner gave an update on our 501(c)3 process. He and Director Stasch have answered all the questions that our attorney had regarding the organization. By the end of this month, the attorney will provide PIC with the suggested changes to articles of incorporation and changes to the bylaws (previously called governance charter). These changes will need to be approved by the full membership of Partners in Care.</p>	
<b>Continuing Business: PIC Office Move and Staffing</b>	<p>AUW had found space on the 2<sup>nd</sup> Floor for Partners in Care. They will also be helping with furniture and IT. The cost of the space will be mostly in-kind by AUW, as part of their match requirement of the planning grant.</p> <p>Regarding the new PIC Coordinator position, Director Stasch indicated that a job description will come together by the end of this week and will be published in the near term.</p>	
<b>New Business: 2018 Calendar</b>	<p>If there are any suggested changes to the dates of the usual PIC Committee and General meetings, please let Director Stasch know. The calendar will be coming together this next month for approval and publishing.</p> <p>Regarding General Membership meeting frequency, PIC will be asking the full membership their preference at the January Meeting.</p> <p>January's General Membership agenda includes guest speakers from HECO and Hawaiian Humane Society.</p>	
<b>New Business: 2018 Point in Time Count Survey</b>	<p>The Board reviewed the proposed survey changes. Director Stasch indicated that we could use a revised survey for Region 4, part Region 1, and Region 6 for 2018 PIT as a pilot. PIC will partner with health centers, QLT, OHA, DOH, and other community stakeholders.</p> <p>HMIS Admin Team reported that they should have everything built out by early Jan.</p> <p>Tom MacDonald made a motion to implement the revised PIT Count Survey, as finalized by Director Stasch in the regions as outlined above. Heather Lusk seconded the motion.</p>	<b>Motion Passed</b>

<p><b>New Business: 2018 Board Transition and New BOD Members</b></p>	<p>As Vice Chair Janet Kelly resigned, in-coming Vice Chair Heather Lusk will be moving into her position immediately. Gavin Thornton made a motion to appoint Heather Lusk as the Vice Chair as of today's Board Meeting. The motion was seconded by Marya Grambs.</p> <p><u>Our Board Members as of January 1, 2018 are:</u></p> <ul style="list-style-type: none"> <li>• Chair: Jon Berliner (Elected for term beginning 07/01/2017; Term expires 12/31/2018)</li> <li>• Vice Chair: Heather Lusk (Elected for term beginning 01/01/2018; Term Expires 12/31/2019)</li> <li>• Treasurer: Robert Wood (Elected for term beginning 01/01/2018; Term Expires 12/31/2019)</li> <li>• Secretary: Anna Stone (Elected to finish Natalie Okeson's term beginning 07/01/2017; Term Expires 12/31/2018)</li> <li>• Awareness Committee Chair: Maile Montallana (Elected for term beginning 01/01/2017; Term Expires 12/31/2018)</li> <li>• Organizational Development Chair: Kim Cook (Elected to term beginning 01/01/2018; Term Expires 12/31/2019)</li> <li>• Communications Chair: Jason Kasamoto (Elected for term beginning 01/01/18; Term Expires 12/31/2019)</li> <li>• Advocacy Chair: Gavin Thornton (Elected for term beginning 07/01/17; Term expires 12/31/2018)</li> <li>• Data Chair: Erin Rutherford (Elected for term beginning 07/01/2017; Term expires 12/31/2018)</li> <li>• Planning Chair: Tom MacDonald (Elected for term beginning 07/01/2017; Term expires 12/31/2018)</li> <li>• At-large: Marya Grambs (Elected for term beginning 01/01/18; Term Expires 12/31/2019)</li> <li>• At-large: Justin Phillips (Elected for term beginning 01/01/18; Term Expires 12/31/2019)</li> </ul> <p>All Board members are in their first term.</p> <p><u>In December 2018, the positions up for election (to begin terms in Jan 2019) are:</u></p> <ul style="list-style-type: none"> <li>• Chair</li> <li>• Planning Chair</li> <li>• Advocacy Chair</li> <li>• Awareness Chair</li> <li>• Secretary</li> <li>• Data Chair</li> </ul>	<p><b>Motion Passed</b></p>
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	<p>Chair Berliner indicated that documents outlining Board Roles and Responsibilities, as well as a Conflict of Interest document will be presented to the new Board Members. There will also be a retreat planned in the near future for the new, full Board, which will be half or three quarters of a day.</p>	
<p><b>New Business: Project Monitoring Process and Standards</b></p>	<p>Director Stasch reported that Marc Gannon supplied a document on monitoring and evaluation standards that was previously developed by a subcommittee of the Planning Committee.</p> <p>Committee Chair Tom MacDonald held a Planning Meeting around Monitoring and Evaluation. The providers and attendees of the meeting indicated that they needed more time to review the information so they will continue to work over the month and provide additional feedback on the Planning Committee again on December 19<sup>th</sup> and then be able to bring it to the BOD in January of 2018. Tom also requested to work with Director Stasch, HMIS Admin Team, and Data Committee Chair regarding the tools.</p> <p>Vice Chair Lusk asked that Tom take back the existing document to the Planning Committee to have their changes tracked and then have the Board approve any changes at the next BOD Meeting in January 2018.</p> <p>The next Planning Committee meeting will be Dec. 19<sup>th</sup> at 11:30 at AUW.</p>	
<p><b>New Business: HMIS P&amp;P's &amp; Lead Transition</b></p>	<p>Data Committee Chair Erin Rutherford indicated that changes were made to the P&amp;P's:</p> <ul style="list-style-type: none"> <li>• General Agency Agreement (current and new)</li> <li>• Requests for Access (move to BOD from Statewide Data)</li> </ul> <p>There will be additional revisions, which will be presented to the Board of Directors for a final vote at the next month.</p> <p>More discussion will be needed by the Board regarding monitoring HMIS Agencies and Lead.</p> <p>The Board discussed the need for a PIC Data Committee.</p> <p>Chair Berliner reminded the Board of the vote from the last meeting regarding the transition of the HMIS Lead</p>	

	and answered questions regarding the timing of the transition.	
<b>New Business: Collaborative Applicant Report</b>	Since March 2016, AUW has served as the Collaborative Applicant (CA must manage planning funds and submit the NOFA). Marc Gannon presented a Status Report for the FY15 Planning Grant Funds, which he reviewed with the Board.	
<b>Committee Updates: Awareness Committee</b>	Committee Chair Maile Montallana presented the Board with a report regarding the Conference. There were a total of 340 in attendance. The total profit \$5,551.06  Everyone thanked Maile for her tremendous work!	
<b>Committee Updates: Planning Committee</b>	Please see above under Monitoring and Evaluation	
<b>Committee Updates: Advocacy Committee</b>	Committee Chair Gavin Thornton presented a position statement on the criminalization of homelessness. A work group will get together to further refine the document.  BTG has asked for help in advocating for a Family Assessment Center. The Board would like to ensure that BTG take the lead and ownership of any legislative meetings. The issue was tabled until the next meeting.	
<b>Adjournment</b>	Meeting adjourned by Jon Berliner at 12:17 pm	
<b>Next Meeting</b>	Thursday Jan 4 <sup>th</sup> 10am, AUW	
<b>Minutes Prepared by:</b>	Natalie Okeson	