



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

February 6, 2018

TIME: 11:30am to 1:30pm

LOCATION: Steadfast Housing - Training Room
888 Iwilei Road, Honolulu, HI 96817

Attendees: Names: Maile Montallana, Ashlen Keomaka, Ruth Balbin, Keala Souza, Holly Holowach, Sharaleen McShane, Sharon Baillie, Gregg Suzuki, Kim Oshiro, Randy Villanueva-Ahue and Anna Stone

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone....	
I. Call to Order	Maile Montallana called the meeting to order at 10:00am.	
II. Approval of Minutes	January 9, 2018 minutes reviewed: <ul style="list-style-type: none"> • Corrections: <ul style="list-style-type: none"> ○ Kim Cook's name is misspelled. Proper spelling is "Kimberley". ○ The location of the meeting is "PANYA" not Panyo. • Committee approved the minutes. 	NA
III. Special Events/Presentations:	1) Welcome new committee members... <ol style="list-style-type: none"> a) Summer Pakele of ASI; Maile announced Summer emailed she could not make it to today's meeting; b) Gladys Peraro of U.S. Vets; Maile announced she won't be able to attend meetings until March; c) Sharon Baillie of Office of Housing; she introduced herself to the committee and we welcomed her; d) Awareness Committee Roster (1 pg); Maile had committee members review information and make any necessary changes. Some members requested cell numbers be listed; Maile will revise the form and disburse a new one at the next meeting; 2) KROC Partnership presentation with Anna Stone of Salvation Army: <ol style="list-style-type: none"> a) Maile attached the 2017 final KROC invoice and final budget for referencing; b) Anna mentioned Salvation Army would like to be a major sponsor for this year's conference in exchange for recognition and brand/logo labeling and an exhibit table. Anna said she spoke with her supervisor who approved covering the cost to use the KROC facilities to include the auditorium, 	Maile will revise the roster and provide at the next meeting.

	<p>ballroom and two classrooms. After calculating those costs - this could be a cost savings of \$3,940.00. Through charging attendee fees and seeking sponsorships, the committee would then cover the cost of food, the general excise taxes and the 18% service charge. By Salvation Army covering the cost of the facilities, this will allow the committee to select a hot buffet lunch this year (many of the evaluations did not like the sandwich lunches). Maile will reach out to Ariel, KROC contact, on what the meal options will be this year. Anna plans to coordinate a meeting with KROC on Tuesday, February 20th, where we can all attend and discuss this partnership. Ana also mentioned Salvation Army already has green card stock folders with the Salvation Army logo on it which we can use for this year's conference folder as a branding mechanism. The committee will also use the Salvation Army logo on all the conference documents. Holly requested a jpg formatted logo to do this. Maile will request from Anna.</p>	<p>Anna to coordinate the KROC meeting and will let the committee know. Maile will discuss the meal options to assess costs.</p>
<p>V. Continuing Business:</p>	<ol style="list-style-type: none"> 1) 2018 Committee Meeting Calendar (1pg): <ol style="list-style-type: none"> a) Maile released a meeting calendar specifically for this committee and noted that Tuesday, November 6th is a holiday. Therefore, November's meeting has been changed to Wednesday, November 7th. 2) Conference Coordination: <ol style="list-style-type: none"> a) List of Roles: <ol style="list-style-type: none"> i) The following individuals have accepted to take on the following committee roles: <ol style="list-style-type: none"> (1) KROC Coordinator/Budget: Maile (2) Conference Emcee: Holly (3) Sponsorship Lead: Keala (4) Gift Card/Donation Lead: Sharaleen (5) Registration Lead: Dr. Kim / Sharon <ol style="list-style-type: none"> (a) Registration Support: Ana, Ruth, Randy (and either Gladys or Summer) (6) CEU Application Lead: Ana (7) Technology Coordinator: <i>pending</i> (8) Room Coordinators: <ol style="list-style-type: none"> (a) Auditorium: Ashlen (front greeter too) (b) Hibiscus (80 max): Ruth (c) Pikake (40 max): Randy (9) Courtyard Coordinators: Kim and Gregg (side greeter too) <p>These individuals will have specific responsibilities as listed on the role sheet and will present at each committee meeting as it pertains to their duties and assigned tasks. Maile has all the soft copies of these forms and letters and will email them to the respective leads.</p>	<p>Maile will email the leads the necessary soft copy forms/letters they</p>

b) Suggested Conference Outline:

Maile introduced a suggested conference outline to the committee to do away with the morning session speakers and just have 3 breakout sessions. Holly mentioned that at a minimum, we should still have Scott Morishige, Harold Brackeen, III, Marc Alexander and Ryan T. Okahara present in the morning.

The committee also decided to invite both the Mayor and the Governor to speak at the conference - either in the morning or lunch time. Maile will complete the Mayor's request online and Holly will complete the Governor's request. Depending on when the Mayor or Governor would like to present, then we can get a better idea of when the other 4 speakers will present - either in the morning or at lunch.

The committee agreed to by-pass having a keynote speaker and have 3 breakout sessions with 3 sessions each that will occur in the auditorium and the 2 classrooms. That way, the ballroom can be reserved for networking, meeting others, sponsorship tables and lunch. Therefore, the conference will consist of a total of 9 breakout sessions with a longer lunch to accommodate a longer line at the hot meal buffet. The committee also decided to do away with the final break and just have closing remarks in the ballroom right after the last breakout session from 3:45pm to 4:00pm and then end the conference.

A brief discussion was held about how to increase evaluation submissions from attendees so we can get more feedback and input. We discussed having numbers written on the forms so that attendees are not so uncomfortable about writing their names on them. Holly mentioned that would be a lot of work to do. Sharon said her office has a program that could help with that. Kim mentioned we could just pass out raffle tickets when attendees submit the evaluation forms and we'll draw from the raffle tickets. This is probably the way the committee will go, but has not been finalized just yet.

The committee did agree to continue to solicit for gift card donations from community businesses to use as incentive giveaways at the end of the conference.

c) Conference Topic Discussion:

In discussion of conference topics, Maile suggested the committee first think of the overall "purpose" of the conference and who the general audience will be in order to provide the best topics.

need.


Maile will complete the Mayor's request online and Holly will complete the Governor's request

Maile pointed out the majority of those in attendance are providers and social service programs in addition to federal, state and city representatives. The committee agreed that the purpose should be to provide training and resource information to those in attendance in addressing the homelessness issues in Hawaii.

Maile provided the committee with the list of suggested topics per the conference evaluations. The committee had a brainstorming session on potential topics to select from in order to coordinate 9 breakout sessions. These are the topics that were suggested:

- Dual Diagnosis / Substance Abuse
- Domestic Violence - PACT/CFS
- Panel: Success Stories (of formerly homeless); similar to the "Prescribing Hope" stories compiled by Hawaii News Now
- Fair Housing/Landlord Tenant Code - Legal Aid/HUD
- Housing Initiatives - panel
- Coordinated Entry System
- I.C.A.R.E - Queens (Andy)
 - This stands for Individual Community Attitude Respect and Empathy; a program on bullying
- H.E.L.P. - HPD and Chow Project (?)
 - This stands for Health Efficiency Long-term Partnerships; Sharon mentioned she attended an in-service for this program;
- Investment Strategies to Create Affordable Housing (Gregg @ MHK)
- Jail Diversion
- Hawaiian Humane Society
- Hawaii Access to Justice Forums (Legal Aid - Janet)
- LGBTQ Sensitivity Training - Ke Ola Mamo/Life Foundation
- Harm Reduction - Helping Hands Hawaii
- EMS Response to Homelessness - Sharon has contacts
- Access Line / 211 (AUW) Services and Resources
- Something for FAMILIES
- First to Work/TANF Information - DHS (Holly may have a contact;
 - Processes, laws, regulations, expectations and transition after becoming employed
- Brainstorming Session => addressing homelessness

The committee will continue its discussion on these topics at the next meeting and then vote on which topics to present at the conference.

	<p>Maile provided the "Prescribing Hope" articles to the committee to get an idea of what kind of "success stories" panel we should put together during the breakout. Maile also suggested possibly showing these stories during lunchtime. Kim mentioned Dr. Chad Koyanagi is related to her and that he presented at a prior conference. The committee did agree on a panel such as this.</p> <p>The committee did agree to forgo ordering t-shirts this year. We still have a high inventory of prior year shirts and bags which we can sell at this year's conference.</p>	
New Business:	None	
Other Issues:	Sharon mentioned she can send out an email blast to legislators, senators and council members when registration is released so they are aware of the conference and attend if they so choose. Last year, they were not properly informed and Maile and Keala received a number of calls and emails from state/city officials just before the conference wanting to attend, but registration was closed. Maile thanked Sharon in offering this support to the committee.	
Next Meeting:	<p>The meeting ended at 11:46am.</p> <p>The next meeting will be on Tuesday, March 6, 2018 at 10am at the SHDC Training Room location.</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).