



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

March 6, 2018

TIME: 10am to 12pm

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

Attendees: Names: Maile Montallana, Ashlen Keomaka, Ruth Balbin, Keala Souza, Holly Holowach, Sharaleen McShane, Kim Oshiro, Ana Piloton, Gladys Peraro and Summer Pakele

Via Phone Conferencing: Gregg Suzuki and Randy Villanueva-Ahue

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone....	
I. Call to Order	Maile Montallana called the meeting to order at 10:02am.	
II. Approval of Minutes	February 6, 2018 minutes reviewed and approved.	NA
III. Special Events/Presentations:	1) Welcome new committee members... <ul style="list-style-type: none"> a) Summer Pakele of ASI; b) Gladys Peraro of U.S.VETS c) Maile announced that Sharon Baillie is no longer with the Office of Housing, but still would like to participate on the committee as a community member. She will support/contribute via email and will attend the conference. Sharon has accepted the responsibility to put together our EventBrite page should PIC not yet have a merchant account setup by the time we release registration. She will connect with Cora should she need assistance. d) Awareness Committee Roster (1 pg); Maile had committee members review information and make any necessary changes. Ana, Summer and Gladys revised their contact info and Gladys asked to spell her agency correctly - which is U.S.VETS. Sharon's cell contact is still correct, but she updated her email address. 	Maile will update the roster and provide at the next meeting.
V. Continuing Business:	1) Conference Coordination: <ul style="list-style-type: none"> a) List of Roles: <ul style="list-style-type: none"> i) The following individuals have accepted to take on the following committee roles: <ul 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
 - (a) Registration Support: Ana, Ruth, Randy, Gladys and Sharaleen
- (6) CEU Application Lead: Ana
- (7) Technology Coordinator: Summer
- (8) Room Coordinators:
 - (a) Auditorium: Ashlen (front greeter too)
 - (b) Hibiscus (80 max): Ruth
 - (c) Pikake (40 max): Randy
 - (d) Ballroom: ?? (need to fill)
- (9) Courtyard Coordinators: Kim and Gregg (side greeter too)

Keala reminded the committee we needed to add who will purchase the leis for the conference speakers. This person would need to have a company credit card who is willing to purchase the leis up front and then get reimbursed thereafter. Gladys said she is willing to do that as she is familiar with the reimbursement process as the former PIC Treasurer. Her role will be added to this sheet.

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 as the coordination process progresses.

b) KROC Application:

Maile provided the committee with the 4 page KROC application which was already provided to KROC at our meeting on February 20th. Sharon was also present with Maile when meeting with Ariel with KROC. Maile reported that KROC has agreed to the same terms as last year in allowing the committee to pay for 50% of the invoice cost 30 days prior and then paying the balance the day of the event. This is noted on the first page of the application. The 3rd page states a minimum attendee count of 250, same as last year. The 4th page is a Media Policy for KROC.

c) KROC Invoices and Projected Budget:

Maile requested 2 invoices from KROC - one with a head count of 250 people and one with 350 people. This will give us a good idea of costs. These invoices were provided to the committee. Maile reported that at the KROC meeting, it was discussed that Salvation Army was willing to be a conference sponsor by waiving all fees for the

Maile will email the leads the necessary soft copy forms/letters as the coordination process progresses.

rooms and AV expenses. Maile calculated this to be \$7,880 if it was full-priced. Maile reminded the committee that we had a 50% discount last year on room and AV costs. With a head count of 350 people, the invoice total (for hot lunch buffet and continental breakfast) is \$22,320.23.

Maile also passed out the projected budget to the members. It included the following:

KROC expenditures: \$22,320.23
Speaker/Program Costs: \$268.87
Attendee Perks/Additional Costs: \$0
Liability Insurance: \$174.09
TOTAL: \$22,763.19

Kim Oshiro offered to donate the 100 book stamps which reduces expenses by \$49. New total expenditure is now \$22,714.19.

The committee held a discussion about the registration fee. We divided the total cost by 350 attendees and came out to \$65 per head. After some discussion, the committee agreed on retaining the registration fee schedule used last year:

- \$55 for early bird registration
- \$65 for regular registration
- \$70 for late registration

The following are registration counts for last year:

- 127 early bird (37%)
- 151 regular (45%)
- 61 late (18%)

If we assume the same percentages based on a head count of 350 people, the committee receivables (just from registration fees) would total about \$21,830 with 130 early bird, 158 regular and 63 late registrations. This leaves us short by \$884.19.

Maile reported she will coordinate a subgroup registration meeting with Dr. Kim and Jen to discuss the registration process and see how the committee can better contribute to the process this year. Gladys mentioned she would also like to be involved as she had experience in the past with this process as the former Treasurer. Maile thanked her for her willingness to participate.

d) Menu Selections:

The committee agreed on a hot lunch buffet and was provided the menu options from KROC. The committee agreed on the "Light Continental Breakfast" which is

Maile will coordinate a registrations subgroup meeting by emailing Jen, Dr. Kim and Gladys.

\$15.95 per person and the Menu B hot lunch option. The committee agreed on the following food selections:

Salads: (select 2)

- Asian Chicken Salad
- Seasonal Field Greens

Starch: (select 2)

- Chow Mein Noodles with Vegetables
- Steamed Rice

Vegetables: (select 1)

- Asian Stir-fry Vegetables
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Main Dish: (select 3)

- Catch of the Day with Lemon Butter and Capers
- Kalua Pork with Cabbage
- Vegetable Lasgna (vegetarian entrée)

Dessert: (select 2)

- Dobash
- Guava

e) Conference Deadlines:

Maile provided the committee with a list of deadlines as we coordinate this year's conference. The first attachment are the deadlines by category and the next attachment is the same deadlines but in chronological order.

Holly commented that having a final agenda set by August 31st is too early based upon constant changes and problems with getting all the information required. Maile asked Holly what time line works best. The date agreed upon was to finalize the agenda by September 24th with Holly providing Ana with the final agenda by October 2nd to submit the CEU application.

The committee also discussed the date by which Holly needed to provide the Office of Housing all the conference documents for printing as Maile forgot to add that to this list of deadlines. The committee agreed that Holly can provide the documents for printing by Thursday, November 1st. Maile will add to the deadline worksheet.

f) Suggested Conference Outline:

Maile provided the updated conference outline to the committee. An open discussion was held about the breakout sessions. Formerly the committee discussed keeping the ballroom open as a networking room and to only hold sessions in the classrooms and auditorium. However, the committee now agrees the ballroom should

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

be used as a breakout session and that the room coordinator would need to end those sessions at least 5 minutes early for smoother transitions between sessions and lunch time. With that said, the committee decided to hold 3 breakout sessions throughout the conference with 4 breakout sessions each - for a total of 12 sessions. Maile opened the floor for discussion on what the intent and purpose of this year's conference should be. Maile passed out an example of a Wellness and Recovery Summit summary that was provided to the community informing them of the intent of the summit. Maile would like the committee to come up with a similar summary so that 1) the committee can better select what topics to provide/present at the conference and 2) so this can be shared in the Registration Form. Ana also commented that this summary can also be provided to potential speakers/presenters to give them a better context of what information to share/train. The committee agreed. This "letter" to the speakers can be drafted at another meeting.

Maile reported that she had sent out an email to the PIC Board of Directors soliciting input and feedback from them on what they feel should be the intent/purpose of the conference and what breakout sessions they would like to see. Maile shared that she received feedback from two BOD members. One member commented that "raising awareness should probably be the focus of the communications committee" and that the conference goal should focus on the actual audience. This same person also commented she would like to see Decriminalization of Homelessness and ACT Orders as a possible tool to help the most severely disabled by mental illness and/or substance abuse and a homeless panel of success stories. Another member commented that the focus of the conference should be about "partnerships - together we are stronger and together we can end homelessness." That same member offered session ideas about public health/public safety update, interfacing EMS and hospitals through Queens Patient Navigators and a panel of substance use providers discussing ways to better collaborate with homeless service providers.

After a discussion, the committee agreed the intent and purpose of the conference should surround best-practices, training, resources, networking and how to be effective as it pertains to service providers. The committee feels that majority of the attendees are service providers or direct field workers who are looking for more training and resources.

Using today's feedback, Maile will write up a summary of the conference's intent/purpose and share with the committee at the next meeting for voting.

g) Conference Topic Discussion:

Maile provided the committee with the list of suggested topics per the conference evaluations. Maile also provided the list of topics generated by the committee at our last meeting. The committee had a brainstorming session on potential topics to select from in order to coordinate 12 breakout sessions.


The committee decided to focus the sessions on 8 general populations affected by homelessness: families, singles, youth, substance abuse, mental illness, LGBTQ, elderly and domestic violence. This way we can focus sessions for providers who serve these populations.

These are the topics that made top picks:

1. Dual Diagnosis / Substance Abuse / Mental Illness
2. Domestic Violence - PACT/CFS
3. Panel: Success Stories (of formerly homeless); similar to the "Prescribing Hope" stories compiled by Hawaii News Now
4. CES, BNL, Automating System, PITC stats, updates
5. LGBTQ Sensitivity Training - Ke Ola Mamo/Life Foundation
6. Something for FAMILIES
7. First to Work/TANF Information/SSA benefits - DHS (Holly may have a contact) and SSA office
 - a. Processes, laws, regulations, expectations and transition after becoming employed; how to reinstate benefits etc...
8. Linking providers to identifying documents
 - b. SSN Card - SSA
 - c. Birth Certificates (out of state)
 - d. I94 (Dept of Homeland Security)
 - e. Identification Cards
9. BTG Session....
10. Aging/Elderly session
11. Rapid Rehousing (for youth, elderly, families, singles); Permanent Supported Housing; prevention diversion
12. Panel to include:
 - o Update on public health/public safety
 - o Interfacing with EMS & hospitals
 - o Decriminalization of homelessness

The committee will continue its discussion on these topics at the next meeting and then eventually vote on exact topics to present at the conference. Once selected, the committee will then come up with objectives for each session so the coordinator can clearly inform the speaker/presenter what can be shared or what should the session focus be.

Members will continue to think about topics they would like to suggest or think about what each breakout session should consist of and bring ideas to the next meeting.

	Maile reported that a Board member recommended asking someone from the Board to be the emcee. Maile included this inquiry in her email when soliciting feedback from the Board. Holly commented she was fine with that and the committee was open to that should there be anyone interested. Maile will update the committee if there are any other suggestions/contributions from the Board.	
New Business:	None	
Other Issues:	None	
Next Meeting:	The meeting ended at 11:53am. The next meeting will be on Tuesday, April 3, 2018 at 10am at the SHDC Training Room location.	
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).