



PARTNERS IN CARE

Oahu's Continuum of Care

Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.

**PIC Board of Directors Meeting Minutes
Aloha United Way, 5th Floor Conference Room
Thursday, April 5, 2018**

Attendees: Jon Berliner, Jen Stasch (Executive Director), Heather Lusk, Marya Grambs, Justin Philipps, Maile Montallana, Tom McDonald, Jason Kasamoto, Anna Stone, Carla Houser, Robert Boyack, Gavin Thornton, and Sharon Baillie.

Agenda Topic	Discussion	Outcome/Action
Call to Order	The meeting was called to order by Director Jen Stasch after the Board retreat with Sharon Simms. Approximately 11:00 a.m.	
Approval of Minutes	N/A	
Urgent Business: Consolidated Grant of the Continuum of Care	<p>There is a need to make a decision regarding the consolidated grant. In this case, the City and County is the direct recipient of the CoC consolidated grant and the sub-recipients are Kalihi Palama, Steadfast Housing and IHS. Unfortunately, HUD is not going to renew this grant as it currently stands. They recommended that PIC finds a new direct recipient. The first place to consider are the project recipients however, HUD will only consider two of them now, IHS or Steadfast. We talked with IHS and Connie declined. She is not interested in taking it. Linda however has agreed. Steadfast will take over this grant as a direct recipient – the City and County cannot have it anymore.</p> <p>Marya – If Steadfast has it then will it go to a sub recipient?</p> <p>Jennifer – It doesn't have to be – HUD has indicated that whoever is the direct recipient can run the grant however they want to run it.</p> <p>Jon – potentially there is an allocation so that the lead does have that ability but HUD literally emailed Jen and me today saying this is urgent – they have been talking to us which is why it was brought up at the last meeting, this is something that has been an issue. Then today, an hour ago, we received this email from the HUD office asking us to discuss and make a decision.</p> <p>Tom: This has been determined by HUD – it says and the City agrees they no longer have the HUD funds. There is no choice.</p> <p>Jon: It could have been AUW because there was interest there or any organization that provide services – this is for the renewal contract just like any agency.</p> <p>Jen read Brian's email which states – Both SH and AUW have expressed interest in being a direct recipient. Steadfast has</p>	The PIC Board voted to give the CoC consolidated grant to Steadfast Housing.

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made the commitment and HUD will proceed if PIC agrees to transfer. A decision has to be made in a timely way as NOFA will be out very soon.

Justin expressed concern that if this goes to Steadfast and it's permanent supportive housing, SH is not accepting MHD consumers. I am curious will that change things. If we say its ok let's do this, will it open doors for SH to say we take MHD now.

Jennifer – it is between SH and MHD now.

Maile – SH is taking MHD now and CES. We're restructuring our by-laws to say we're expanding and taking any individuals or families.

Jennifer – The money will remain distributed the way it is – they whole reason they consolidated those grants is to move around the vouchers – if one organization couldn't move all their vouchers, then another can use them. SH has used the least number of vouchers – most of them have been used by IHS and Kalihi Palama. SH as a direct recipient will have the licensure and the control over the grant, the intent is to continue to operate the grant the same way its being operated right now. We just would a different direct recipient. The City and County is completely out of the game now.

Linda asked Mark Chandler several questions on emails and he answered them all. Jennifer will send out the email conversation after the meeting so everyone can see the discussion. The bottom line is to find a new direct recipient of we have to reallocate. In my opinion, and I know Tom will agree with this, that 300 vouchers and one CoC computer will destroy the competition – it is too much to reallocate. A huge risk.

Tom – I don't see a downside on transferring. The 3 agencies should be part of this process. And in the future, if we want to reallocate for viable reasons we can do it.

Heather – the other part of this is Steadfast could take some administrative funds.

Director Stasch agreed. Kalihi Palama doesn't have a say. She also said this is a CoC decision. The vote has to be today.

Jon – Mark Chandler called all 3 agencies.

Maile and Justin excused themselves from voting and left the room.

Tom – 10% of \$5M is a lot of money.

Motion : To transfer the direct recipient of the CoC consolidated grant to Steadfast Housing (SH)– a grant amendment process just like how we're doing with HPO right now. The administrative budget will be evaluated during the NOFA monitoring process.

Marya – second –

Heather – By doing this we are being responsive to what HUD requires. We have to show we are responsive to our funders. They are watching us right now. We need to show we are unified as we are losing our Director, we are putting together monitoring and evaluation, we need to show that today.

Jennifer – the concern was the hours aren't being turned in on time, the funds are not being spent on time. Kalihi Palama has documentation issues – homelessness verification letters, chronic verification letters – mismanaging and losing \$130k that couldn't be accounted for by Kalihi Palama. The City and County was remised in doing their duty. When HUD monitors a grant award they are checking recipients and sub recipients.

Heather – we voted to approve SH.

Jennifer : The next item in the Agenda doesn't require a vote. We need to show HUD our process is timely with data. Transfer HMIS lead role to AUW. With that decision we ave to come up with a MOU regarding HMIS lead and the CoC. We also need to address the issue of the Statewide Data Committee dissolving. What we talked about with HUD, Chris Pritcher and HPO is there is single document on data policy that govern HMIS. We will have one single base that hold all the State's data but we will have two administrators and two leads. And with that we have two systems in place that governs that we share this system. We have this understanding with BTG on those things. We have a matrix that Chris put together that basically divides it to columns on what BTG will do and what PIC will do and what the Statewide Data committee will do. Or some kind of Statewide gathering because there should be an annual discussion with BTG about these P&Ps. Chris has been working with BTG and with their data chair who is Maude. PIC needs a Data Chair soon. We need to find someone in this room who can work with Chris and lead this process. Somebody who is not a Board Officer.

Heather: Can we pay someone? Not that we have to pay the planning chair, etc but Data is so much work.

Jennifer : What if we hire a data coordinator and then find someone who can chair the committee?
We have to take the committee out of by laws because right now we have the Data in the by-laws and our governance charter.

Heather: PIC is planning on hiring a data coordinator. We will change our by laws so that person can be the data chair and part of their role is to attend the meeting.

Jennifer: We need to approve this matrix which shows the delineation of the roles of the two CoCs. I send this information out via email. Our governance charter allows us to vote via email but we have to have 100% representation.

Heather: Hawaii laws says we have to have 100% representation when we do electronic voting. All of us plus Kim have to vote. Hawaii State can invalidate the decision.

Jennifer: I can write something as part of my transition an MOU between AUW and PIC because when NOFA drops and

we don't have an HMIS lead, we will lose points on NOFA. It was about July last year.

Heather: Jon, can you write a timeline so we can review and approve the matrix next week. I am sorry, I am on task mode. We also need a job description for the Data Coordinator job posted. Maybe we can approve the by-laws by the May Board meeting. And hopefully we can hire the person by May.

Jennifer: read the email from Mark Chandler. PIC needs to resolve this today. PIC cannot rely on Chris to do everything and should have Chris do PIC's job. The TA is to assist and not to manage the program.

Transition of Jen – end of April, mid May –

Heather: I am hoping to get approval for the recruitment process – Jan Harada was the search committee chair that found Jennifer Stasch, so I reached out again to her to head the search committee and she said yes. I want to make sure that you are supportive of that. So far the search committee is Jan Harada of Helping Hands, Jon Berliner of Gregory House, Annie Valentin of Project Vision and Anna Stone of Salvation Army. The role of the committee is to finalize the job description based on feedback from this group working to triage the applications. Jan has been a leader in the community and has a good handle on what good executive leadership looks like. The committee will make the first round of interviews and that last time they made recommendations so the Board members came on the second interviews. The search committee and the board made recommendations on the hiring of Jen Stasch. How do you feel about this process about recruitment? Who else can be involved?

Jennifer: I have a copy of the job description of what I was hired under and the job description now.

Heather: I have looked at other jurisdictions to see different job descriptions. If we can overlay Jen and the new person that would be ideal. Sharon is the in between

Maile volunteered to be part of the search committee.

Tom: Have we considered recruitment agencies – can we use planning funds?

Heather: The expense is so big – the amount of an annual salary. Maybe we can revisit previous interest parties.

Jennifer: Ask Rebecca about funds, she makes the ruling. We are just spending down FY15 planning funds. We are under grant agreement on FY 16 so we should start spending that down. We probably won't start spending down FY17 until January or February 2019. Then 2018.

Tom: I am a big advocate of using recruitment services to fill positions. If they are doing their job right, they may already have people interested in the job.

Jennifer: We may ask our TA providers who know people who are in transition right now.

Tom: If NOFA drops in May and we don't hire until June, how do we go about that?

Heather: I would like to make a motion that we approve this timeline and give Jan Harada, Jon Berliner, Anna Stone, Annie Valentin, Maile the authority to steer us in the process, finalize the JD and recruit folks to make recommendations for an Executive Director.

This person is shepherding us as a 501c3 and running the Board, this person should be called an ED. It has to be clear that what they first start with will not be in a year because fund raising stuff is going to be a goal once the organizational stuff is aligned. We can fund raise as we only have so much money in the bank.

Second by Marya Grambs

Tom: I can be a resource for the committee in the recruitment. I can check with Rebecca.

Heather: I will do an email to Jan Harada and cc to loop and send a timeline.

Jen has also stated that she is willing to help the NOFA process. We do have an option that the Board can look at as Jen doesn't have to be here necessarily.

Jennifer: The HEARTH Act in the conflict of interest provision will require you to put out an RFP on a contractor and I have to competitively bid on it. You can keep me as an employee but if you want people to bid you have to put it out there and have an objective way of looking at the responses.

Discussion on bringing a new ED and handling NOFA – that wouldn't be ideal.

Jennifer: We can improve the NOFA process, do it better than last year.

Jennifer showed the transition plan – One item of importance is BOD should finalize the suggested by-laws. We should get this done by May. Read through, send your comments and concern. – All the work plans are based on the strategic plan and performance review of Jen in December 2016. Develop the committee work plans. Jennifer will send the committee chairs the drafts, so everybody know what the committees are doing. Will send the items by the 10th. Committee Chairs can use the work plans as a basis of reporting. She don't expect the 501c3 status by June 2018. Likely to get it by the last quarter of 2018.

Jennifer clarified A UW is going to be the HMIS lead as the contract with HPO has expired.

Heather: Affirmed Director Jen Stasch for creating a foundation that will take the organization so much farther. The Board couldn't have done that with her. Heather, in behalf of the Board, thanked for her hard work. "The next person has pretty big shoes to fill."

	<p>Jennifer: Thanked Sharon. Jennifer said she is very committed to the CoC – wouldn't mind staying in touch like she's done with agencies she's worked with in the past. She had a great time getting things done. Recalled how the entire side walk along Ala Moana was encamped.</p> <p>Jon: Against many odds, like a moving target, Jennifer made it easy.</p> <p>Sharon Baillie introduced herself – she's from Huntington Beach CA. Member of the Awareness Committee, worked at the Mayor's Office. She will attend Planning Committee meetings.</p>	
Adjournment	Meeting adjourned by Jen Stasch at 12:00 p.m.	
Next Meeting	Thursday, May 3, 2018 from 9:00 a.m. to 12:00 p.m. at PIC – 200 North Vineyard Boulevard, Suite 210.	
Minutes Prepared by:	Anna Stone	