



# 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.*

**PIC Planning Committee Meeting MINUTES April 24, 2018 Meeting**, Location: AUW  
 Attendees: Bill (Mental Health Kooka), Tom McDonald (Chair /ASI), Emma (Governor's Office), Leslie (KPHC), Connie (IHS), Annie (Project Vision), and Jillian (CCH), and Sharon (PIC); Phone: Kim (USVets).

Topic	Discussion	Outcome/Action
<b>Introductions, New Members, Review of minutes, Approval of Agenda</b>	-New PIC Planning Committee member Emma Growchowsky from The Governor's Homeless Coordinator's office introduced herself and gave detail on her background in the homeless services sector. -Connie motioned and Bill seconded the approval of the April 10, 2018 PIC Planning minutes. Approved by unanimous consent. -The April 24, 2018 PIC Planning agenda was approved unanimously.	
<b>Workgroups and Work Plans</b>		
<b>Workgroups</b>	Given the amount of work that needs to be done in the immediate future, 5 Workgroups, each with a Workgroup Lead will be formed in the Planning Committee. Tom will be involved directly with each work group which will, for efficiency, conduct most business through email and conference call. Workgroup Heads will report in writing, once a month, to the PIC Planning Committee for input. Monthly summaries will be reported to the PIC BOD and approvals sought.	Workgroup Leads will write a draft workplan and convene a Workgroup by <u>May 1<sup>st</sup></u> . Workgroups should seek the input of both Project Recipients and non-Project Recipients to ensure objectivity. Tom will ask one PIC BOD member to join each Workgroup, to be included in all emails and invited to Workgroup Conference Call
<b>ESG</b>	-Bill Hanrahan, Safe Haven Project Director will be taking on the lead role for the ESG working group. -Bill reached out to the Houston CoC and their ESG monitoring is the same as their CoC. Add a few items specific to ESG such as items that effect the performance of emergency shelters.	Main goal is to give the City feedback on the City's consolidated plan and monitoring and evaluation of projects. Tom suggested recruiting a non-recipient of ESG funds to help in process.
<b>NOFA</b>	-Connie Mitchell, Executive Director for the Institute for Human Services will take on the lead role for the 2018 NOFA Workgroup. - Leslie, Kim, Tom, Annie and others based on the subject matter will assist.	-Connie will connect with Heather and Sharon in the coming weeks to request 2017 NOFA files – digital or hard copies. -Tom will send out the breakdown of FY grants PIC has – will line out sensitive employee information. Note:

	<p>-HUD just came out with the GIW's – worksheet on current grants. Data requested should be up to September 2017 – Carlos is able to pull reports.</p> <p>Connie reiterated that this NOFA should be an open ended process with all involved. Would like the potential NOFA consultant to be called a Project Manager.</p>	<p>-Carlos noted that PIT numbers should be to AUW by the end of the week and to HUD by the end of May.</p> <p>-Annie as a non-recipient will watch out for conflicts of interests.</p>
<b>Fiscal and Service Mapping</b>	<p>-Kim Cook, Executive Director of USVets will take on the Lead Fiscal and Service Mapping Workgroup.</p> <p>-Kim, Jillian, Emma, and someone from IHS will help with this working group.</p>	<p>Will determine every asset of funding which goes into direct homeless services on Oahu through federal, state, city and private funds.</p>
<b>Monitoring and Evaluation</b>	<p>Samantha Church, Executive Director of Family --Promise Hawaii is taking on the Lead of the Monitoring and Evaluation Workgroup.</p> <ul style="list-style-type: none"> <li>- Leslie and others will be involved.</li> </ul> <p>-Connie and Kim reiterated the importance of having a section to explain why certain grants may not have been spent down in a timely manner.</p> <p>-Performance should be more heavily waited and will be noted for next NOFA cycle. Add comment area for Grant Utilization.</p>	<p>-Tom – Planning Committee Monitoring and Evaluation Workgroup want to be a part of the RFP process and will this issue bring to BOD.</p> <p>-M&amp;E WG needs to discuss and develop scope of RFP based on proposed budget.</p> <p>-Tom moved and Bill seconded to approve monitoring and evaluation scorecard. Approved unanimously.</p>
<b>CES</b>	<p>-Tom McDonald, ASI Director is the new CES Oversight Chair.</p> <ul style="list-style-type: none"> <li>- Tom, CES Admin, Carlos and his team, and someone from HPO as part of working group.</li> </ul> <p>-Piper from HomeBase will be coming to Oahu on May 16<sup>th</sup> and 17<sup>th</sup> to support in whatever manner deemed fit – Focus group on HMIS, CES Administrators and Users data management needs, moving CES functions to the CoC funded grant under AUW, meeting with DV and Youth systems for CES implementation, etc.</p>	<p>What will the automation process look like? Currently no training set up.</p> <ul style="list-style-type: none"> <li>- Carlos wants to build a system that works for providers and wants feedback.</li> </ul>
<b>Next Meeting</b>	<p>May 22, 2018 at PIC – Suite 210 from 11:30 a.m. to 1:00 p.m.</p>	