



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

May 1, 2018

TIME: 10am to 12pm

LOCATION: Steadfast Housing - Training Room

888 Iwilei Road, Honolulu, HI 96817

Attendees: Maile Montallana, Ashlen Keomaka, Ruth Balbin, Holly Holowach, Sharaleen McShane, Keala Souza, Summer Pakele, Ana Piloton, Sharon Baillie, 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 10:00am.	
II. Approval of Minutes	<ul style="list-style-type: none"> • April 3, 2018 minutes reviewed and approved. • April 3, 2018 Registration Subgroup Meeting minutes approved 	NA
III. Special Events/Presentations:	None	
V. Continuing Business:	<ol style="list-style-type: none"> 1) Conference Coordination: <ol style="list-style-type: none"> a) Conference Deadlines - 1 pg <ol style="list-style-type: none"> i) Maile will continue to provide this deadline worksheet at each meeting to keep the coordination process on track. Keala asked if the brochures deadline of 11/14/18 could be added to the list. Maile also added the stuffing party which is the same day. Maile will revise the worksheet for the next meeting. b) Registration: <ol style="list-style-type: none"> i) Maile provided the committee the revised draft Registration Form (1 pg). Maile reported she was able to use "symbols" in word to add the macron symbol for the theme. Sharon reminded the PIC address changed to suite "A210". Maile will correct. Once the link for credit card purchases is up and running, then that link will be added to the registration form. c) Registration Confirmation Email Template <ol style="list-style-type: none"> i) Maile provided the committee with the draft registration confirmation email. Maile reminded the committee coordinators that speakers 	Maile will revise the conference deadline worksheet and share at the next meeting.

should provide at least a verbal confirmation to them by July 31st. When early bird registration is released on August 1st, Kim will be sending out these registration confirmation emails which will include the list of breakout sessions. Hence, speakers would need to be confirmed. This way, we can reduce phone calls from people inquiring on what the topics will be for the conference. There were a few errors to the email. Maile will make the necessary corrections and then forward to Kim for use during the registration process.

Maile will make corrections to email template and then forward to Kim to use during the registration process.

d) Save the Date:

- i) Maile provided the committee with a Save the Date draft with the correct theme using the macrons. The committee approved the draft. Maile will email to Heather Lusk and cc Sharon for dissemination to the PIC ListServe. Sharon will also distribute to the Legislators.

Maile will email Heather the Save the Date for PIC listserve dissemination.

e) Sponsorships:

- i) Maile provided the committee with an updated Sponsorship solicitation letter (2 pgs) and reported she had already emailed the soft copy versions to Keala, the Sponsorship Lead. Sharon reminded us to revise the AUW address to Suite "A220". Keala will make the changes before distributing the letter. Maile opened the floor for discussion if the committee wanted to make any changes to the tiers/levels or any part of the sponsorship process. The committee had no changes.

f) Gift Card Donations:

- i) Maile reported she already emailed the soft copy letter requests and thank you letters to Sharaleen, Donation Lead. Maile reminded her to change the PIC address on the letter head before sending out the letters.

g) Additional Items to Discuss.....

- i) Holly reported she already sent out the list of items to the committee via email. She received a response from Gladys. Other members said they were interested in the "house" stress ball which matches our industry/conference. Holly said she will look into pricing for at least 350 stress balls. Keala mentioned shipping may be very expensive. Holly will look into it and report back at the next meeting.

Holly will look into costs of the "house" stress ball and the respective shipping costs to see if it's feasible to offer at the conference.

ii) Maile provided the liability insurance quote to the committee. For \$2,000,000 in coverage, just like last year, the cost is \$180.30; up from \$174 last year. The committee approved. Maile will discuss with the BOD at the next meeting and will get their approval before making the purchase.

h) Conference Topic Discussion:

- i) The Mayor request to speak at the conference was already done by Maile on 4/20/18.
- ii) Holly reported she emailed her contact with the Governor's office and is awaiting a response.
- iii) Maile provided the committee with a draft letter each Coordinator can use to solicit volunteer conference speakers. Maile will email this template to the committee and each can use it as they see fit.

The following topics were selected by the committee as breakout sessions and the following committee members were assigned as the Coordinator:

Breakout Session #1 (10:15am - 11:30am)

1. Hawaii Community Foundation - Housing ASAP Group Presentation (Coordinator: Gladys)

- Gladys was not present to report any updates.

2. LGBTQ Sensitivity Training - Ke Ola Mamo/Life Foundation (Coordinator: Summer)

- Summer reported she already made contact with UH Manoa, Lavender Group and Walk Group to seek a speaker or panel on LGBTQ sensitivity training. She reported they were happy to be contacted and are more than willing to be a speaker.

3. Dual Diagnosis / Substance Abuse / Mental Illness - panel (Coordinator: Maile)

- Maile will reach out to Heather Lusk to see if she can put a panel together. She already spoke informally with her at the last BOD meeting and she said she was willing to assist in putting a panel together.

Maile to seek BOD approval to purchase the insurance.

Maile will forward the speaker request letter to the committee for use when soliciting speakers.

4. Domestic Violence - PACT/CFS/DVAC
(Coordinator: Gladys)

- Gladys was not present to report any updates. The committee discussed what could be covered with this topic. Holly mentioned this topic could cover understanding how domestic violence can lead to homelessness and what challenges victims face. Holly and Keala mentioned great past speakers on this topic were Marci Lopes, Mary Lau and Darlene.

Breakout Session #2 (1:00pm - 2:15pm)

1. CES, BNL, Automating System, PITC stats, updates
(Coordinator: Sharon)

- Sharon reported she already made contact with Jay and Carlos. She reported Eric will no longer be with Phocused by the conference date and that AUW may also oversee the family BNL. Once the changes are finalized as the year progresses, Sharon will have a better idea of who should be on this panel.

2. Mini-Landlord Summit - benefits of renting to the homeless population and risk mitigation strategies
(Coordinator: Dr. Kim)

- Dr. Kim was not present to report updates.

3. (Something for families....) (Coordinator: ??)

- After much discussion, the committee decided to change this session topic to "First-to-Work/TANF Benefits" as it may conflict with those who want to also attend the Aging/Elderly session. Holly reported she made contact with a friend, but she is no longer in the industry. Ana mentioned she may know someone who can present on this topic.

4. BTG Session....(Coordinator: Holly)

- Holly reported she made contact with Maude and Brandee and they will connect to discuss what they'd like to present during this session.

Breakout Session #3 (2:30pm - 3:45pm)

1. Public Health, Public Safety and LEAD Update
(Coordinator: Maile)

- Maile said she will reach out to Heather to further organize this panel. She already informally

discussed this with Heather who was more than willing to assist in organizing this panel again.

2. Rapid Rehousing (for youth, elderly, families, singles); Permanent Supported Housing; prevention diversion (Coordinator: Ana)

- The committee discussed what avenue we wanted to take with this topic. Ana said she could organize a panel to either 1) invite funders who can then discuss the agencies they contract with or 2) invite the contract agencies and have them talk about the services they provide and eligibility for each program; also discuss possible barriers or struggles in keeping folks housed.

3. Aging/Elderly session (Coordinator: Keala)

- The committee decided to change this topic to "How to Get Involved". Maile recommended Gavin Thornton, Advocacy Committee Chair. He could provide information from the Legislative perspective and how people can make a difference. Ana also made some comments of her experience working on the legislative side. Holly recommended I. H. S. on becoming a volunteer with their agency. The committee suggested a panel. Ana volunteered to coordinate this session.

4. First to Work/TANF Information/SSA benefits - DHS (Coordinator: Holly) and SSA office

- This session was changed to Aging/Elderly. Keala mentioned this topic could include understanding medicare benefits, stages of care, aging and housing options. A panel may be selected for this session.

The committee agreed on the following conference time frames:

Opening: 9am-10am

9-9:15am - Welcome/Prayer/Announcements

9:15-9:25am - Governor to speak

9:25-9:35am - Mayor to Speak

9:35-9:45am - HUD to speak

9:45-9:55am - HPO to speak

9:55-10:00am - closing

Breakout Session #1: 10:15am-11:30am

Lunch: 11:30am-1:00pm


The committee agreed on holding the "Panel: Success Stories (of formerly homeless)" during the lunch time.

Breakout Session #2: 1:00pm-2:15pm

Breakout Session #3: 2:30pm-3:45pm

Closing: 3:45pm-4:15pm

Coordinators will continue to make contact with possible speakers and update the committee at the next meeting.

	<p>The committee will continue its discussion on these topics at the next meeting.</p> <p>Sharon reported Robert is in process of inquiring on a merchant account, however, Sharon mentioned we may use EventBrite again this year.</p> <p>Keala requested for Maile to ask the BOD if the committee members registration fees can be waived (covered by sponsorships) since we are working throughout the day and don't actually have the ability to partake in the conference. Maile said she will make the request to the BOD at the next meeting.</p>	<p>Maile to seek approval from the BOD to waive committee member registration fees.</p>
New Business:	None	
Other Issues:	None	
Next Meeting:	<p>The meeting ended at 11:02am.</p> <p>The next meeting will be on Tuesday, June 5, 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).