



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

PIC Board of Directors Meeting

Thursday, June 7, 2018

10:00 AM – 12:00 PM

200 North Vineyard Boulevard, Suite 210

Attendees: Jon Berliner, Heather Lusk, Anna Stone, Justin Phillips, Kim Cook, Natalie Okeson, Carla Houser, Norm Baker, Jason Kasamoto, Marya Grambs, Robert Boyack, Gavin Thornton, Tom McDonald (phone), Sharon Baillie, Marc Alexander, Aloha Care's Kelly McDonald and John Lye

Agenda Topic	Discussion	Outcome/ Action
Call to Order	Meeting called to order by PIC Vice Chair Heather Lusk.	
Approval of Minutes	May Board minutes – being prepared by Gavin Thornton The following minutes need to be approved: March, April, May	
	Chair Jon Berliner explained the reason of his absence. He's been hospitalized and been through some medical challenges, under doctor's care due to string of physical challenges. He apologized for not communicating to the Board but he was too ill to connect. Please feel free to contact, call or email Chair Jon for questions. He is happy to feel like his normal self again, and he's committed to PIC. Vice Chair Heather announced that Executive session is at 11:30 a.m. The Board is voting on a few items. Non-Board members have to leave the room, though they may suggest a topic for the executive session.	
Continuing Business: Director Transition – Vice Chair Heather Lusk	Happy to report, Brandon Church, Human Resources Director of AUW is the lead of the Executive Search. He has a wealth of information and HR expertise. He is prescreening resumes; only the mix with education and experience will get to the search committee. He is the lead, he is not voting; just helping find a Director. There are over 50 applicants so far but only two have homelessness background. The job description is out, please help find a leader. Identify the barriers and help the search committee. The earliest start date is August 1. Let's resend to the list serve. Natalie (PHOCUSED): When speaking to people, please emphasize there is a team (staff positions) so they won't feel	

	<p>like they are stepping into how it was before. Clear roles.</p> <p>Vice Chair Heather: This person will shepherd us into becoming a 501c3, so the person will have a very different role. Fundraising and visibility. She also thanked Norm Baker for Brandon Church, an incredible gem.</p>	
<p>Continuing Business: Data Coordinator –Data Chair Carla Houser</p>	<p>The position of Data Coordinator will be posted. Data coordinator will support Data Chair Carla just like Sharon Baillie is to Planning Chair Tom.</p>	
<p>Continuing Business: 2018 NOFA – Tom McDonald, Planning Chair (PC)</p>	<p>PC Tom is pleased with the 5 applicants for the position of NOFA coordinator. He created a list to show the matrix of skill sets; excellent applicants with professional and academic skills – some have a PhD. He read off the information and presented an objective evaluation, which shows they all could do the job.</p> <p>Organizational Development Chair Kim Cook: Clarify this person’s role relative to Connie Mitchell’s lead on NOFA.</p> <p>PC Tom: Connie Mitchell is the work group lead who will work with the project manager. The NOFA work group oversees the work. The NOFA coordinator will do the daily hands-on writing under the guidance of the work group.</p> <p>OD Chair Kim Cook: Please clarify key decision-making roles. What is the criteria?</p> <p>PC Chair Tom: This person will make sure we are responsive to NOFA – Connie is a good writer but the person will make sure that NOFA is synergized – to make sure everything is done. The NOFA work group will meet once a week then meet with the coordinator (40 hours of work of project work – full time).</p> <p>Data Chair Carla Houser: Will Linda Ikeda’s hiring have any effect at all re the youth demonstration project we just submitted?</p> <p>PC Tom- Two issues with top scoring candidates. Linda Ikeda was an applicant last year, and taking this job would disqualify her this time. Jen did a very good job with last year’s NOFA. But because she had just stepped away from the Director’s role, should we use a third party to start afresh, new energy? I recommend the final decision be an Executive decision.</p> <p>AUW Norm Baker - Eventually we will need a contract: a statement of work and contract, and the budget to get this in place in time for NOFA.</p> <p>Chair Tom thanked to Carla, Norm, and Sam Church, for input.</p>	
<p>Continuing Business: HMIS Update – Data Chair</p>	<p>We are not aware of how much Caseworthy and HMIS can do; trying to understand from the ground level, on up. Chair Carla is attending HMIS classes to fully understand the system. Four people are going through the administrator classes. An hour and a half for the next 6 weeks. By the time we finish, we will</p>	

Carla Houser	have a basic understanding on how to build the system to work for us. This will put the power back to PIC.	
Continuing Business: CES Update – Planning Chair Tom McDonald	<p>Jay King has been appointed as acting lead administrator of the CES. Carla Houser (RYSE) is now the Data Chair. Homebase consultants are in strong support of using the GSuite layer, while also considering the best way to integrate as much into HMIS as possible.</p> <p>Vice Chair Heather reminded the group about the conversation with Homebase regarding HMIS and its automation capability as the driver of the CES. Chair Tom says that both are true. The TAs are very impressed with the GSuite; HMIS will never do what GSuite does. Over time PIC should move towards using HMIS.</p> <p>Board Secretary Anna – Is there a timeline how/when we are moving away from GSuite to develop the HMIS?</p> <p>Chair Tom: One quarter, 3 months from now. We will look in Caseworthy deeply, after the NOFA process. Within 3 months we can come up with a specific plan. We want to continue the conversation.</p> <p>Marc Alexander of the Mayor’s Office – I hope we can move as much and as soon as possible to HMIS. We just started a contract with Carlos Peraro specifically for veterans.</p>	
Continuing Business: Board Matrix – Vice Chair Heather Lusk	<p>Vice Chair Heather handed out a matrix of different Board roles – who will do what. Planning Chair Tom and Data Chair Carla are the folks Norm will predominantly work with. At the Mayors Challenge for veterans, Organizational Dev. Chair Kim will put her PIC hat on. Advocacy Chair Gavin will attend the Hawaii Interagency Council on Homelessness meetings on behalf of the PIC Board. Next meeting is scheduled is June 18.</p> <p>Going forward, Finance group meetings will be a half hour before the Board meeting.</p> <p>Vice Chair will edit the matrix to clarify Board roles and responsibilities.</p>	
NEW BUSINESS		
PIC Bank Account New Signers Robert Boyack, Treasurer	<p>Treasurer Robert will provide the list of new Board Members and when they were elected, on a letterhead to the DCCA to change records, before going to the bank.</p> <p>Gavin moved. Marya – second.</p>	Motion passed.
PIT Count Data – OHA Analysis on Native Hawaiians – Vice Chair Heather Lusk	<p>OHA has requested standard survey results i.e. current demographic on Native Hawaiians and homelessness. We need to decide if we want to share the excel spreadsheets that Carlos submitted. This will help OHA make funding decisions. Discussion followed.</p> <p>Vice Chair Heather’s Motion -To give OHA access to the</p>	

	<p>PITC data. The Data Committee reviews and approves the publication of their analysis and will inquire what they will do with it before it is made public. Seconded by Advocacy Chair Gavin Thornton.</p> <p>The Board agreed that Sharon Baillie will send data to OHA.</p>	Motion passed
<p>CES Survey Monkey – HomeBase – Vice Chair Heather Lusk</p>	<p>Homebase interviewed and conducted a survey about CES. Feedback includes: incorporating the youth CES, singles and families, foundation information are necessary to put a user fee structure, and ways to encourage people to be a part of HMIS. More info to follow</p>	
<p>CoC Funded Projects Data – Letter to HMIS Admin – Planning Chair Tom McDonald</p>	<p>Planning Chair Tom recommends Chair Jon, Vice Chair Heather and Data Chair Carla along with the rest of the Board that HMIS projects data are updated by June 22. PIC received a similar notice from HPO to make sure data is accurate. COC project recipients have to receive the same letter – Chair Tom recommends the Board to approve in principle. Everyone agreed.</p>	
<p>HMIS New Agency Access Request – Project Vision and Aloha Care – Carla Houser, Data Chair</p>	<p>Data Chair Carla has been in conversation with Chris Pritcher in creating a data matrix. She’s also been talking with Maude (BTG) for understanding.</p> <p>PIC received the Case Worthy contract – we are limited to 40 users concurrent. During the discussion a question arose on what happens when 41 wants to log on.</p> <p>Chair Carla reported that there have been conversations about user fees and agency participation agreements. Her committee will not approve any more agency requests until the participation agreement is put into place. She wants to bring in the biggest group of super users to present recommendations to the data committee; start with the core group of users. Bridging the Gap is not accepting new users.</p> <p>During the discussion, Vice Chair Heather mentioned Connie Mitchell’s examples of folks who have access to HMIS even after they stopped working with the agency they registered with.</p> <p>Two agencies Project Vision and Aloha Care want HMIS access.</p> <p>Aloha Care reps who were present in the room had the PIC membership application + check and submitted them to the Board. To use HMIS, PIC membership is required. Aloha Care Kelly McDonald stated that their new CEO has rolled out a new care model which is why they have 25 users, they want to help out with VISPADT; addressing social determinants of health. The 25% BNL Medicaid are Aloha Care members.</p>	

Letter to CCHNL DCS – Vice Chair Heather Lusk	PIC will send a list of PIC providers who provide document readiness service. Planning Coordinator Sharon Baillie reported DCS is to meet with agencies they work with that are city contracted re housing verification. Rebecca Soon is the new Deputy of DCS. The doctor (medical) certification in document readiness is important.	
Shelter of Wisdom – Definition for non- HUD funded programs – Communications Chair Jason Kasumoto	Communications Chair Jason reported currently Shelter of Wisdom is an emergency shelter in the housing inventory count. It is considered a clean and sober house, they charge fee and no limit on length of stay but HUDvash is saying it is not an emergency. We have to figure out how to designate the Shelter of Wisdom. Vice Chair Heather said this is the first time we ever have to make a decision regarding housing. Chris Pritcher has given a recommendation. Planning Chair Tom recommends to look into bridge housing.	
Suite 210 – Vice Chair Heather /AUW Norm Baker	There was a discussion regarding space and the PIC office. AUW Norm: We have all along assumed the most effective way to manage PIC, HMIS and Data for synergy, within an ear shot, would be wise. Total 5 staff – all HMIS folks want to be in one room. If this space is not big enough, e.g. the HMIS staff can grow according to Chris Pritcher (based on 1 admin for 75 users), there is a space upstairs that will have a similar configuration. There is a tenant right now so it will take a while. Norm apologized to Sharon for the surprise. PIC office on Room 210 is 1400 sq. ft that AUW has provided as a grant match to the HUD cash. Chair Jon Berliner: Who is responsible for supervising and overseeing the CES Staff? AUW Norm: Liz McFarlane, Marc Gannon’s replacement and Norm Baker Vice Chair Heather: The chain of command has to be clear. PIC staff will be under the Director and the Board, HMIS staff are with Liz McFarlane.	
Executive Session		
Adjournment	Meeting adjourned.	
Next Meeting	Thursday, July 5, 2018 10:00 AM – 12:00 PM Call-in number: (515) 604-9577, Access code 131975	
Minutes Prepared by:	Anna Stone	