



# 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  
200 North Vineyard Boulevard, Suite 210  
June 26, 2018

**Attendees:** Sharon Baillie, Tom McDonald, Sarah Murray, Jillian Okamoto, Connie Mitchell, Samantha Church, Kim Cook, Bill Hanrahan, Jake Rachel, Emma Grochowsky, and Leslie Uyehara. **Phone:** None.

Topic	Discussion	Outcome/Action
<b>Call to Order, Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Tom McDonald called the meeting to order at 11:32 a.m.</li> <li>- All parties present introduced themselves at this time.</li> <li>• The May 2018 Minutes were lost due to technical issues and are unable to be recovered.</li> </ul>	<p>Approved a budget for M and E.</p> <p>Agreed that this year's NOFA new projects will have a SMI chronic homelessness focus.</p> <p>PIC Planning through NOFA workgroup wanted to be a part of picking the NOFA project manager.</p> <p>Planning Committee thought the budget could be less for the NOFA at 15,000 versus 30,000.</p> <ul style="list-style-type: none"> <li>• The above points will be the May 2018 Planning Minutes and will stand as is and are approved.</li> </ul>
<b>HMIS System Administration Team</b> <ul style="list-style-type: none"> <li>• Updates</li> <li>• Reports</li> </ul>	<p>NOFA</p> <ul style="list-style-type: none"> <li>• The 2018 CoC NOFA dropped last week.</li> <li>• Tom and Heather received NOFA Project Manager applicants and presented to the PIC BOD - made decision after hearty debate.</li> <li>• Tom noted that the NOFA RFQ process was not timely and hopes the process for next year will be different with PIC Planning Committee/NOFA subgroup input</li> <li>• Connie noted that there may be conflict of interest with the references the chosen consultants used.</li> <li>• Tom noted that he had a conflict with another applicant who submitted a proposal – and that parties gave permission to use as reference but not necessarily for the NOFA RFQ.</li> <li>• Tom added that the timing was not great in the process of NOFA project managers, however the first meeting with consultant on June 22, 2018 went very well.</li> <li>• The NOFA is due September 18, 2018.               <ul style="list-style-type: none"> <li>- The RFP is slated to be released July 20, 2018.</li> </ul> </li> <li>• Kim and Connie noted that the majority of NOFA writing needs to come from the contractors with assistance of key points from knowledgeable CoC participants.</li> <li>• Connie wants to ensure all sections of the NOFA are written consistently.</li> </ul> <p>Reallocation</p> <ul style="list-style-type: none"> <li>• Bill has been most consistent and in the know with the City's consolidated plan.</li> </ul>	<p>Linda Ikeda was chosen as contractor and Jen Stasch as subcontractor PIC NOFA Project Managers at a rate of \$30,000 for completion. Both were open to debriefing; however, the context of reallocation did not single-handedly focus on last year but rather over the past several years.</p> <p>Kim noted a feeling of disempowerment by the PIC Planning Committee/NOFA subcommittee during PIC Project Manager hiring process as well as when other work is being done but gets skipped over.</p> <p>The chain of command when making decisions for such things as project consultants or system changes needs to be followed properly.</p> <p>At a Special Meeting of the PIC BOD, the board approved the 2018 NOFA new project focus on the SMI chronically homeless and substance use disorder.</p> <p>Changes to the 2018 NOFA Timeline which Tom and Sharon will communicate to Jen and Linda:</p> <ul style="list-style-type: none"> <li>• Before the June 29<sup>th</sup> meeting, contractors will identify NOFA section needs.</li> <li>• June 29<sup>th</sup> Meeting – Review section needs and brainstorm section lead candidates</li> <li>• July 6<sup>th</sup> – Assign section leads to contribute key points (and other contributors)</li> <li>• July 23<sup>rd</sup> – Section leads will submit key points to Sharon, who will compile for the Planning Meeting the next day.</li> <li>• July 24<sup>th</sup> – PIC Planning to review the NOFA section key points and add any insight into what may be missing.</li> <li>• July 27<sup>th</sup> – NOFA subgroup will provide all of this info to the contractors to assist them in writing the NOFA sections.</li> <li>• August 27<sup>th</sup> – Contractors 1<sup>st</sup> draft is due to the NOFA committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Communities are rewarded by reallocating based on performance of projects.</li> <li>• It is suggested that 20% of funding is reallocated over a 5-year period – to meet this threshold PIC would need to reallocate \$180,000. However, we could also reallocate 5% of this year's funds which would be \$450,000.</li> <li>• AMHD clients has case management until they flip over to Ohana insurance. Steadfast has difficulty filling beds – comes form CES. Reallocate a big chunk of program to PSH to chronic mental homeless people.</li> <li>• The barrier to above AMHD issue is the way the grant was written year ago – does not translate into current day processes. Grant could be re-written to lower barriers for housing clients.</li> <li>• Tom – we need to think about strategically reallocating and using current resources</li> <li>• We need to decide how much we are willing to reallocate, what the performance standard are, reallocate all projects?</li> <li>• Sam – What should we be looking at in terms of NOFA that is not currently on the scorecard?</li> <li>• Bill highlighted PIC ESG reallocation. <ul style="list-style-type: none"> <li>- Street outreach</li> <li>- Emergency Shelter</li> <li>- Rapid Rehousing</li> <li>- Homelessness prevention</li> </ul> </li> <li>• Meeting adjourned at 1:06 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Potentially reallocate a big chunk of Steadfast program to PSH for Chronically Mentally Ill Homeless population.</li> <li>• NOFA subcommittee will need to talk to Linda at Steadfast of this possibility.</li> <li>• Potential to reallocate the \$5.2 million consolidated grant as an option as well.</li> <li>• Tom noted that PIC BOD hired Daniel Gore to help for a 3-month period (and potentially longer) for the NOFA process and other PIC HMIS needs. <ul style="list-style-type: none"> <li>- Once Daniel is officially under contract Samantha Church will connect with Daniel on monitoring reports needed.</li> <li>- Work with Daniel to draw out the consolidated grant data first.</li> </ul> </li> <li>• Connie noted that NOFA subcommittee needs to connect with Jay King of CES, to get the CES summary performance.</li> <li>• PIC may suggest to the City the same ESG reallocations as from the previous year. <ul style="list-style-type: none"> <li>- Street outreach not recommended for funding.</li> <li>- City should use HUD's definition of emergency shelter.</li> <li>- City funds be allocated towards emergency shelters, rapid rehousing, and homelessness prevention.</li> <li>- Bill will need to connect with Thayer at the City who is currently in charge of City ESG.</li> </ul> </li> </ul>
<b>Next Meeting</b>	July 24, 218 at PIC – Suite 210 from 11:30 a.m. to 1:00 p.m.	