



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

July 3, 2018

TIME: 10am to 12pm

LOCATION: Steadfast Housing - Training Room
888 Iwilei Road, Honolulu, HI 96817

Attendees: Maile Montallana, Sharaleen McShane, Kim Oshiro, Gregg Suzuki and Randy Villanueva-Ahue

Agenda Topic	Discussion	Outcome/Action
Intro:	Welcome everyone....	
I. Call to Order	<p>Maile Montallana called the meeting to order at 10:10am. The following members emailed their absence:</p> <ul style="list-style-type: none"> - Holly Holowach - Kimberley Cook - Gladys Peraro - Summer Pakele - Sharon Baillie - Ashlen Keomaka - Ruth Ann Balbin - Keala Souza (email received after meeting done) 	
II. Approval of Minutes	<ul style="list-style-type: none"> • May 1, 2018 minutes reviewed and approved. 	NA
III. Special Events/Presentations:	None	
V. Continuing Business:	<p>1) Conference Coordination:</p> <p>a) Conference Deadlines - 1 pg</p> <p style="margin-left: 20px;">i) Maile will continue to provide this deadline worksheet at each meeting to keep the coordination process on track. Upcoming deadlines is sending out sponsorship requests and gift card donations by July 30th and confirming all breakout sessions by July 31st. Conference registration will be released August 1st.</p> <p>b) Registration Email Template:</p> <p style="margin-left: 20px;">i) Maile included a templated email which will be distributed via PIC ListServe when we release registration. The breakout sessions will be noted on this email so that registrants are aware ahead of time what we plan to offer during the</p>	<p>Maile will use this email template when releasing registration on August 1st.</p>

conference. This is so we can reduce or eliminate multiple phone calls from folks wanting to know this information before making a decision to register or not. Hence, the reason why sessions need to be confirmed by July 31st.

c) Registration Form:

- i) Maile provided the committee with the Registration Form Template again. The only item missing is the EventBrite link which Maile will add once the site goes live and when registration is released.

d) Confirmation Email Template:

- i) Maile provided a sample of the confirmation email registrants will receive when they register either via EventBrite or by check. Maile will forward Sharon the final draft to upload to EventBrite prior to the release of registration. Maile will also forward the final draft to Dr. Kim for her use when she emails those who registered via check payment.

e) Update on Registration:

- i) In Sharon's absence, Maile reported on her behalf per the email update she sent. Sharon reported that the EventBrite link is set to go and just needs a day to make it public. Maile reported she emailed a reply to Sharon this morning that the link will go public on August 1st when registration is released. Sharon reported she needs the graphic. Maile will email it to her. Sharon also reported EventBrite has an option for donations to PIC. Because this is new to the committee, this can be further discussed with Sharon at a later time.

f) 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.

g) Gift Card Donations:

- i) Maile provided the committee with the draft of the Gift Card donation request letter and reported she already emailed the soft copies to Sharaleen, Donation Lead. Sharaleen received the envelopes and stamps at today's meeting and said she will ensure to mail out the requests on or before the deadline.

Maile will revise the registration form with the EventBrite link once she receives it from Sharon.

Maile will forward Sharon the final draft to upload to EventBrite so that registration can receive this confirmation automatically. Maile will forward final draft to Dr. Kim as well.

- h) Additional Items to Discuss.....
- i) The incentive items we plan on providing at the conference will be tabled for another meeting when Holly is present and more committee members are present to vote.

 - ii) Maile provided the committee with the receipt of the liability insurance purchase. For \$2,000,000 in coverage, just like last year, the cost is \$180.30; up from \$174 last year. Maile emailed the receipt to the Board Treasurer and is awaiting reimbursement. Maile also provided the committee with the certification of insurance and reported she emailed soft copies of these documents to Sharon, Heather, Jon and Ariel (contact at KROC).

 - i) 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) Review of KROC Facility Map (1 pg) and Ballroom layout (1pg). Setup will be the same as last year. Registration tables will be set up outside of the Auditorium and then moved to inside the Ballroom. In the Ballroom, PIC will have our own table like last year and we can fit 10 GOLD sponsors in there. It will be tight because this year we will be serving hot buffet lunches which usually takes longer for everyone to get through the line; hence the reason we increased the lunch hour by 30 minutes.

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

- For the morning session, Maile and Holly are still awaiting a response from the Mayor and Governor's office after inviting them to speak. If they do not speak, then we'll need to revise the morning session at a later time.

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. Her last email on 5/9/18 reports that she has a meeting with the Housing ASAP group on May 22nd and will bring this item to their attention. Gladys can report updates at our next meeting or via email.

2. LGBTQ Sensitivity Training (Coordinator: Summer)

- Summer was not present to report updates. Her email this morning reported she was having difficulty finding speakers to present on this topic as 2 Dr.'s declined the offer. She asked if other committee members had any other suggestions. Summer reached out to Heather L. who said she will provide Summer with some DOH contacts by end of day today to which Summer will then reach out and make contacts. Summer can report updates at the next meeting or via email.

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

- Maile reported she confirmed Heather Pierucki from HHH as the sole speaker for this topic. Heather may invite a CM to her session to provide a CM perspective. Heather needs a laptop and projector and will have a PPT handout for attendees. She is working on the TITLE and session description and will provide to Maile by end of July. We already have her bio and picture.

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

- Gladys was not present to report any updates. Her email dated 5/2/18 and 5/9/18 reported she has confirmed that Domestic Violence Action Center (DVAC) will identify a staff member to be on the panel and that Parents and Children Together (PACT) responded that they too will have a staff member participate on the panel. Gladys will link the agencies together so they may build a cohesive presentation. Gladys will reach out to CFS again to seek their participation in the panel. Gladys can report updates at our next meeting or via email.

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

1. CES, BNL, Automating System, PITC stats, updates

(Coordinator: Sharon)

- Sharon was not present to report, however, per the last meeting we had, 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. Per her email this morning, she reported 2 speakers for her panel – Kathy Sposato (landlord) and Kyna Haley-Vea from Cloudbreak. The vision is that Kathy would discuss the reasons a landlord wants to get involved in renting to supportive service agencies and the lessons learned from a landlord perspective and that Kyna will be talking about alternative strategies to making relationships work between a landlord and social service agency through the development of service enriched housing programs. The third person Dr. Kim hopes to be on the panel is a property manager, but she's still looking for such a person and it has been difficult. Dr. Kim's email also asks the committee "what is our take on increasing our invites to Landlords because this session directly targets them. Does the committee have any take on how we can increase invitations to potential landlords? Maile reported she emailed Dr. Kim that an option could be to target Property Management agencies and maybe using craigslist renting ads to find names and addresses of such businesses. Then writing them a personalized letter and attaching the Registration Form to that letter and mailing it out. Kim Oshiro also suggested that she can mail the registration form to the list of landlords they have on file as well. Future discussions can be held at the next meeting.

3. TANF Benefits

(Coordinator: Holly)

- Holly was not present to report. Her email dated 5/30/18 reported that she has someone confirmed to present on TANF and FTW.

4. BTG Information and Updates

(Coordinator: Holly)

- Holly was not present to report. Her email dated 5/30/18 reported that she made contact with Brandee and Maude and they will do something for this session, but just unsure what specifically. They are experiencing a crisis on Hawaii island due to the recent lava flow and volcanic activity. Holly to report changes at the next meeting or via email.

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

1. Public Health, Public Safety and LEAD Update

(Coordinator: Maile)

- Maile reported that she received confirmation from Heather Lusk of organizing this panel. She will provide more details later.

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

(Coordinator: Ana)

- Ana was not present to report, however, her email on 6/27/18 reported the following panel members:

RAPID REHOUSING (INCLUDES PREVENTION)

Minda Golez, Director of Housing and Employment Programs, HIS

PERMANENT SUPPORTIVE HOUSING State Housing

First (PSH) & City CoC Shelter + Care (PSH), Pending Speaker, US Vets

PREVENTION / DIVERSION

State Homeless Emergency Grants (SHEG) & Housing Placement Program (HPP), Peter Mattoon, Catholic Charities of Hawaii

YOUTH (RAPID REHOUSING, DIVERSION, SHELTER, & HOUSING SERVICES)

Carla Houser, Executive Director, Youth CES Administrator, RYSEHawaii

3. How to Get Involved

(Coordinator: Ana)

- Ana was not present to report, however, her email on 6/29/18 shows she was able to get Gavin Thornton to present on the panel along with 2 other agencies. They will need a laptop and projector capabilities.

Legislation

Natalie Okeson, Executive Director, PHOCUSED
PENDING, Appleseed

Volunteer / Internship

Kimo Carvalho, Community Relations Director, IHS
Gladys Peraro, Executive Director, US Vets Waianae

4. Aging In Hawaii

(Coordinator: Keala)

- Keala was not present to report, however, her email dated for today reported the following update:

Aging in Hawai'i Panel

I made contact with the following:


1. Katherine Keir (Accountable Health Communities)-she denied 5/n
2. Jane Burlgsay-Social Security Office-she will get back to me in Sept/Oct. pending their funding & contracts
3. Rachele Terukina-City & County Elderly Affairs-no response from her supervisor, gave them until 7/15 to commit, my 2nd time asking
4. Rose Nakamura-Project Dana, gave them until 7/15 to commit, my 2nd time asking
5. Yara Sutton-AMHD-emailed her on 7/2, gave her until 7/15 to commit
6. United Health Care marketing & PR-emailed them, they will get back to me by 7/15 (my 2nd time asking)

I'm planning on contacting the following after 7/15 if the following above doesn't respond or can't commit

1. Hawaii Health Connector
2. Wilson Homecare
3. Premier Health

I'm hoping to get at least 2-4 speakers for this panel.

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

	<p>The committee agreed on the following conference time frames:</p> <p>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</p> <p>Breakout Session #1: 10:15am-11:30am</p> <p>Lunch: 11:30am-1:00pm The committee agreed on holding the "Panel: Success Stories (of formerly homeless)" during the lunch time.</p> <p>Breakout Session #2: 1:00pm-2:15pm</p> <p>Breakout Session #3: 2:30pm-3:45pm</p> <p>Closing: 3:45pm-4:15pm</p> <p>Maile reported the Board approved the committee members complimentary attendance to the conference. The committee needs to ensure we get the same amount or more sponsorships than last year to accommodate our waived fees and that of all the speakers.</p> <p>Randy asked if the success stories panel will also receive a complimentary ticket to the conference. Maile affirmed yes because they are a speaker and that would be an incentive to participate.</p>	
New Business:	None	
Other Issues:	None	
Next Meeting:	<p>The meeting ended at 10:42am.</p> <p>The next meeting will be on Tuesday, August 7, 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).