



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, July 5 2018

10:00 AM – 12:00 PM

200 North Vineyard Boulevard, Suite 210

Attendees: Jon Berliner, Heather Lusk, Anna Stone, Justin Phillips, Kim Cook (phone), Carla Houser, Norm Baker, Jason Kasamoto, Marya Grambs, Robert Boyack, Gavin Thornton, Tom McDonald, Sharon Baillie, Marc Alexander, Scott Morishige, Karen Thomas

Agenda Topic	Discussion	Outcome/ Action
Call to Order	Meeting called to order by PIC Vice Chair Heather Lusk.	
Approval of Minutes	<p>The April and June minutes were presented.</p> <p>June Minutes Corrections: Norm Baker noted the HMIS staff are under the PIC Board. CES staff work are under Liz McFarlane. Jason Kasamoto corrected the spelling of his name.</p> <p>Gavin Thornton made a motion to approve the minutes, Marya Grambs seconded.</p>	Motion passed.
	<p><i>[Vice Chair Heather started by mentioning a recent phone conversation with Chris Pritcher. He noted that switching the HMIS lead is a big transition. He encouraged PIC to become statusquo in all areas while working on the NOFA making sure the users have access to what they need. Vice Chair Heather added the PIC staff capacity is working on the NOFA and with the new HMIS lead, the admin transition, getting Karen on board. Getting those things aligned seems daunting. NOFA and HMIS are the focus. Vice Chair Heather suggested to the Board to highlight those things in the next couple of months in order that PIC can have a good NOFA application. Keep CES as it is going now since we don't have the capacity to make changes for example we have to put new users on hold until we get through NOFA.</i></p> <p><i>Carla, in agreement, shared that the committee is talking to keep CES more in line with the data committee, as they are interwoven and go hand in hand. We've hit the mark so far in everything we're doing, hopefully we can get the CaseWorthy manager all mixed in, the next step.]</i></p>	

<p>Continuing Business: Director Transition – Vice Chair Heather Lusk</p>	<p>Two job applicants were interviewed. One is recommended, with caution, for a second interview. The other is not moving forward.</p> <p>Marc Alexander, who is a search committee member and interviewer said there is a need to balance the candidates with what we need. Candidates may not have all the grant writing skills but are bringing experiences to the table. Worth having a conversation. If not, let us keep looking.</p> <p>There have been 90 applications. There are a couple people who submitted strong apps and will be scheduled for interviews as well.</p>	
<p>Continuing Business: 2018 NOFA – Tom McDonald, Planning Chair (PC)</p>	<p>It was a good start with Linda Ikeda and Jen Stasch. Planning Chair and NOFA committee head Tom McDonald distributed a packet to showcase the application and allocation process and the 2018 list of recipients. Last year’s Annual Renewal Demand (ARD) was \$9.9M. Value of all projects. These are divided into two – Tier 1 which are relatively guaranteed (94%) and Tier 2 (6%). He reminded everyone how the allocation went last year, and if the application is not up to par the amounts could go down by 6%. If everything is done right, the annual renewable amount is increased by 6% which over time could double the ARD for the State. Previously, PIC lost the Tier 2 funds which brought the ARD to the minimum yet PIC received full funding last year. There is also an option for another 6% for a bonus project. This is the goal.</p> <p>HUD puts a premium on performance and documentation. Reallocation process is difficult because it means taking money away from an agency that is doing good and giving it to another agency that can do better. HUD has set up a competitive process.</p> <p>Vice Chair Heather: last year’s reallocation was based on <i>recapture</i> (when an agency didn’t draw down their money, the funds go back to HUD) but ideally it should be performance and recapture amount that are the basis of reallocation.</p> <p>Monitoring and Evaluation: Monitoring hasn’t been fine tuned but with the data coordinator, Samantha Church, Sharon Baillie will be able to better monitor data.</p> <p>Desk monitoring and providers meet with the evaluation committee. Data is going to improve.</p> <p>For accountability, the check and balance, the committee is chaired by a non-project recipient: Samantha Church, of Family Promise. Final project recipients who participate in the evaluation should recuse themselves when it is time to vote. The vote comes down to the non-project recipients. Final decision will be made up by the unbiased, unconflicted selection committee members and the Board.</p> <p>Evaluation will happen during the NOFA process – in parallel in the next four weeks. We can print the data reports. Daniel Gore can print out desk monitoring reports to show to the</p>	

	<p>committee and the Board. Not public information.</p> <p>Samantha Church, Karen Thomas, and the new director can have access to the report.</p> <p>Discussion followed regarding the rationale and amount of reallocation funds.</p> <p>Motion by Vice Chair Heather Lusk: The Board will support at least \$180K up to \$500k reallocation amounts based on performance and recapture amounts, at the discretion of the evaluation committee. Marya Grambs seconded - Tom McDonald abstained -</p> <p>Planning Chair Tom continues with 3 recommendations for reallocation projects i.e. chronically homeless with:</p> <ol style="list-style-type: none"> 1. Severe mental issues 2. Substance abuse 3. Seniors over 65 years old with tri-morbid needs <p>Kim Cook heads the Systems Planning sub-committee. She is working with her committee to create a fiscal map. The committee is in the data collection process and gathering information on Federal, State, City and County, private foundations, The fiscal map is sorted by funding source, provider agencies and what interventions are being conducted. First draft should be ready in a couple of weeks.</p> <p>The NOFA timeline was given to the Board. The points in the timeline are monitored by NOFA work group, Jen Stasch and Linda Ikeda and Sharon Baillie. The committee meets every Friday afternoon. Tom McDonald (chair of the work group), will monitor action items are done as scheduled. He wants to have an initial release of prioritization to give agencies time to plan on new projects. Announcements are being prepared to inform permanent housing for new projects, bonus projects (DV and LBGT), reallocating new projects. Aligning HUD goals and community goals.</p> <p>The key dates are: July 20, 2018 – request for proposals (RFP) August 13, 2018 – CoC applications submission date September 13 – NOFA application uploaded on eSnaps</p> <p>Motion by Heather Lusk: The Board gives the evaluation committee guidance with reallocated bonus projects by focusing on chronically homeless with either severe mental illness (SMI) and/or substance use and/or are seniors with trimorbidity, thus adapting the planning committee recommendation of focusing on those 3 areas. Carla Houser seconded the motion. Tom McDonald abstained.</p>	<p>Motion passed</p> <p>Motion passed.</p>
<p>Continuing Business: HMIS Update – Data Chair Carla Houser</p>	<p>Data Chair Carla reports the priority for HMIS is NOFA and taking care of data needs and HMIS requirements. Another focus is keeping the day to day HMIS running smoothly. There are 36 agencies currently using HMIS. Daniel Gore has been a rock star and in the process of creating an e-module</p>	

	<p>training for current using agencies' new employees to continue the work and pull the reports needed. There are 5 pending agencies asking to come in and have been in the bottom of priorities because we don't have the agency agreement. We will send those with some edits this week. Karen Thomas will have Caseworthy training.</p> <p>BTG has been helpful and Brandi has sent a copy of their user agreement. Carla and her committee has tweaked it. We are putting together a data governance agreement and we'll meet with BTG once a quarter.</p> <p>Data committee is discussing user fees. Norm Baker did the math, PIC we need to generate \$90K annually. Based on the 36 agencies, the committee is looking at a 3-tier system, depending on the number of users. The committee will continue to meet to iron out details but it seems to be around \$300 per user per year.</p> <p>Data Chair Carla thanked Sharon Baillie for her work.</p>	
<p>Continuing Business: CES Update – Planning Chair Tom McDonald</p>	<p>Jay King is the official lead of CES and his team are Morgan and Rachelle. Morgan is focused on families and Rachelle and Jay are helping singles. Of the 369 vouchers that CoC manages, less than 10% transition every year. CES posts which come from the City and the State, really important. It is important that what we do in CES is highly inclusive of HPO. Otherwise we have this infrastructure for 5 vouchers a month. We don't need to spend \$300K to manage 5 vouchers of coordinated entry a month. Jay interacts with HPO on a regular basis. We as a Board cannot be siloh as a federally funded entity. We have to align with HPO.</p> <p>Marc Alexander affirms the City's participation in coordinated entry. City is committed to work with CoC. Housing first and high acuity clients are important - Hale Kamaile (homeless), Waianae coast and other projects of coordinated entry including the biggest of them Kahauiki.</p> <p>Coordinated entry is important/helpful in bridge housing according to Justin Phillips (IHS).</p>	
<p>Continuing Business: PIC Director Search</p>	<p>PIC Chair Jon Berliner introduced Brandon Church (AUW Human Resources) to the group. Brandon gave an update regarding the search for a PIC Director.</p>	
<p>COMMITTEE REPORTS</p>		
<p>Awareness Chair, Maile Montallana</p>	<p>Chair Maile reports there are 12 break out sessions at the upcoming homelessness conference. The morning sessions are condensed. Removed the key note speaker. Looked at the evaluations from last year, and took into consideration popular topics: Families, singles, LGBTQ, DV, landlords, mental health and substance abuse. Housing ASAP, dual diagnosis, CES update. Mini landlord summit. TANF benefits. BTG has a break out session. LEAD. Rapid rehousing, prevention, diversion, how to get involved. Aging and the elderly. Registration starts August 1 through Eventbrite. Early bird \$55, and late registration is \$70. Speakers attendance</p>	

	<p>and meal are covered by the fees collected. Hot buffet this year; 360 people attended last year. The Salvation Army Kroc Centre has given a huge sponsorship; waived the fees for the use of the meeting rooms valued at \$9,000.</p>	
<p>Advocacy Chair, Gavin Thornton</p>	<p>Scott Morishige (Governor's Office) set up a meeting with Hawaii Tourism Authority. HTA informed the Advocacy Chair Gavin Thornton and the PIC delegation that they are offering the funding given to them by the Hawaii Legislature to the CoC since PIC has the expertise to use the funds and do what is in the Appropriation Bill requires: to address homelessness in tourism areas. Chair Gavin thought that the funds could be RFP'd as this is for the whole State of Hawaii. HTA wants to be involved in some capacity in the future. This is Statewide funds, to be shared with neighbor islands.</p> <p>No concerns were brought up by Board members. Positive response by Board members.</p> <p>Chair Gavin reported that the committee wants to align with BTG's concerns, shared advocacy priorities but also recognizing they will have different interests. We can support each other. Gavin asked the Board for concerns. He looks forward to a dialogue with BTG.</p> <p>Last session, the committee implemented some new system in Advocacy. The committee is revamping them and asking for feedback from the membership regarding priorities. The committee will pull together focus groups to discuss legislative issues. The committee will streamline this year.</p> <p>No Legislative Breakfast next year but will organize a legislative day instead.</p>	
<p>Communications Chair Jason Kasamoto</p>	<p>Communications efforts include a media blitz with Katy Miller of USICH. This include a round table with the City, PIC, DOH, Brandy of BTG and Scott Morishige; discussions re the progress Hawaii made.</p> <p>Communications committee involvement in the Big Island – either as individual agencies or collectively as a coalition. PIC Chair Jon received a referral as the person has lost his home and should qualify for Gregory House.</p> <p>Anna Stone recommended to work with Brandi Menino based on her visit and observation in Pahoia the week before.</p> <p>Tom McDonald – we can open our coordinated entry for referrals from the Big Island if BTG has some unique cases on the Big Island who can benefit from moving into a transitional house in Oahu. Where BTG sees fit, CES can take it up with case conference.</p> <p>Justin Phillips suggested consulting with Connie Mitchell regarding relocation assistances.</p>	
<p>Organizational Development Chair Kim Cook</p>	<p>We finished the membership orientation powerpoint presentation to help with the onboarding of new members. The committee prepared a handout which will be presented soon. The committee is developing a recruitment plan. Org</p>	

	<p>Development Chair Kim asked for feedback re an annual Meet and Greet to help network and provide a different vibe outside of the formal meetings; a social setting.</p> <p>Chair Kim expressed concerns re the culture of PIC. Discussion followed. Chair Kim suggested opportunities for members to voice any frustration through a survey. This topic will be moved to the next Board meeting.</p>	
Executive Session	<p>Heather Lusk brought up AUW roles and asked for feedback from the group regarding the following:</p> <p>A request for the collaborative applicant to be a non-voting member of the Board – to help AUW understand the decisions they have to implement. (Norm Baker). Being the HMIS lead, to also be in the data committee. As a CES lead, to be a member of the planning committee (Jay King). With Sarah, as the grant writer, as a member of the planning committee. Consolidated grant, AUW will be in the general membership meetings (Liz McFarlane). Vice Chair Heather reiterated to the Board to make a formal recommendation particularly to having a non-voting member of the BOD.</p> <p>Norm: Improve the communication because of the various roles AUW has with PIC – HMIS lead, CES, Consolidated grant, collaborative applicant and legally the employer of the PIC staff.</p> <p>Heather: PIC needs to update the 3 MOAs – collaborative applicant, employer, HMIS lead – to spell out the relationship pieces.</p> <p>There was no opposition to the participation of AUW in the Board meeting, as a non-voting member.</p>	
Executive Session: Approval of the revised PIC By-Laws and Articles of Incorporation	<p>Tom McDonald made the motion to approve the revised By Laws and Articles of Incorporation, Gavin Thornton seconded. Discussion followed. All approved the revised documents except for Carla Houser who abstained.</p>	Motion Passed.
Adjournment	<p>Meeting adjourned at 12:21 p.m.</p>	
Next Meeting	<p>Thursday, August 2, 2018 10:00 AM – 12:00 PM Call-in number: (515) 604-9577, Access code 131975</p>	
Minutes Prepared by:	<p>Anna Stone</p>	