



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 July 24, 2018

Attendees: Sharon Baillie, Tom McDonald, Sarah Murray, Samantha Church, Emma Grochowsky, Connie Mitchell, Leslie Uyehara, and Karen Thomas. **Phone:** Jillian Okamoto and Kim Cook.

Topic	Discussion	Outcome/Action
Call to Order, Approval of Minutes	<ul style="list-style-type: none"> • Tom McDonald called the meeting to order at 11:33 a.m. - All parties present introduced themselves at this time. • The June 2018 Meeting Minutes were approved by unanimous consent with suggested changes. 	<p>The June 2018 Planning Meeting Minutes were approved with three (3) changes:</p> <ul style="list-style-type: none"> • "...a feeling of disempowerment from 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, this disempowerment should be brought up to the PIC Board." • "...the timing was not great in the process of NOFA Manager selection..." • "Potential to reallocate part of the \$5.2 million consolidated grant..."
Continuing Business	<p>NOFA</p> <ul style="list-style-type: none"> • RFP was successfully released on July 20, 2018. • All things recommended by the workgroup were approved and accepted by the PIC BOD. • BTG and PIC scored differently in last year's NOFA narrative – mainly regarding the HMIS section. • It was suggested that the NOFA contractors detail the differences in the Narrative writing sections from the previous year. <p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Using same rubric as NOFA, and as a separate Monitoring and Evaluation process • All of the monitored projects will have their own APR's • Sending out letters asking for key reports from each CoC funded program and will set up meetings to see what areas in these agencies need improvement. • We need to bolster our interactions with CES. • Sam – We should find out the number of placements each agency made last year and how many of those came through CES – how to get it to 100 through CES? • Karen asked for any wish list items providers may want with HMIS monthly reports, how to make more legible, etc. <p>CES</p> <ul style="list-style-type: none"> • N/A <p>ESG Workplan</p> <ul style="list-style-type: none"> • N/A 	<p>Jen will create a cover letter and Sharon will send out the cover letter and narrative outline provided to the section leads to help guide them with gathering key facts.</p> <p>Sharon will create a NOFA Narrative Google Document and share with Planning, NOFA Workgroup Leads and Contractors to add and edit all of the bullet points.</p> <ul style="list-style-type: none"> • All bullet points from the section leads needs to be entered on the google document by July 31, 2018. • Tom and Connie will review all bullet points starting August 1st and will be finalized by August 3rd for the Contractors to start the narrative writing. <p>Sam noted the M&E process is to be inclusive and improvement oriented.</p> <ul style="list-style-type: none"> - Together Everyone Achieves More <p>Agencies need to document the percentage of chronically homeless they serve. HUD is flexible and will allow 25% to not be HUD standard of chronically homeless and the other 75% needs to be HUD standard of Chronically Homeless in HMIS (with an outreach of individuals every month for 12 months).</p> <p>Sam will create groups – 2 people, 1 conflicted and 1 non-conflicted who will meet each CoC funded program – August 14, 15, 16, 2018 to go over M&E – which will be given to the NOFA RFP Evaluation Committee.</p> <p>M & E Committee will create a timeline of monthly/quarterly monitoring of all CoC funded projects once initial monitoring is completed.</p> <p>Connie requested a report in HMIS on how long an individual has been homeless/homeless the longest – not a lot of data on this</p>

	<p>Fiscal and Service Mapping</p> <ul style="list-style-type: none"> • The different funding sources have been separated and data gathering is taking places, which includes funding from the City, State, and Federal arms of government • Annie joined the Fiscal and Service Mapping Subcommittee and will be taking on the philanthropic side figuring out what private money is going towards homeless services. <ul style="list-style-type: none"> - Phase 1 is almost complete, we will be able to see the holes where funding and resources may be lacking for a subpopulation. - Phase 2 will nail down the details of funding such as how many vouchers are going towards singles, families, etc. - Mapping includes all existing money as of June 30, 2018. 	<p>Kim will present the first draft of fiscal and service map to the PIC BOD at the next meeting on August 2, 2018.</p> <p>Kim noted that the goal of the Fiscal and Service Mapping Subcommittee is to be completely transparent with the sources of money and to bring to the larger PIC Community.</p>
Next Meeting	August 28, 218 at PIC – Suite 210 from 11:30 a.m. to 1:00 p.m.	