



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, December 6, 2018

10:00 AM – 12:00 PM

200 North Vineyard Boulevard, Suite 210

Honolulu, HI 96817

Attendees: Jon Berliner, Heather Lusk, Tom McDonald, Sam Millington, Carla Houser, Justin Phillips, Anna Stone, Maile Montallana, Sharon Baillie, Marya Grambs, Heather Lusk, Robert Boyack, Connie Mitchell, Liz McFarlane, Marc Alexander, Jay King

Agenda Topic	Discussion	Outcome/Action
Call to Order	The meeting was called to order at 10:03 a.m. by Heather Lusk. She welcomed everyone; she especially recognized and welcomed newly appointed PIC Executive Director Sam Millington, thanked Sharon Baillie for all her dedication and hard work as coordinator of Planning and the NOFA process, and thanked the Outgoing Board of Directors.	
	<p>Sam Millington took to the opportunity to share his vision, by saying the following: Partners in Care's role is to promote a community wide commitment to ending homelessness. PIC is to put together a united front, focusing on the following:</p> <ul style="list-style-type: none"> • Servant leadership: Our goal at PIC is to be servants to all the stakeholders in the homelessness arena, to not just be a facilitator in the background but a leader in getting the unified vision going forward. • Honest broker: PIC is not to choose sides or ideology. PIC is to support the CoC mission above all; we do not want to lose credibility by taking sides. We have to support everyone as best we can. • Advocate and catalyst for best practices: Especially as a 501c3, we need to advocate and be a catalyst for best practices We need to systematize and create information networks so that best practices relating to homelessness and all the tangential problems can be made available to everyone, albeit not to mandate. Some are more experienced or more savvy than others, having a centralized place to access resources when they are needed would be beneficial. When we have competencies, we can help agencies to move forward. • Hub for responsive, impactful resource allocation: Let us continue with HUD and also find other revenue resources we can bring to the table. Those resources can be spread to the agencies, we can have a good process to do that. <p>Building consensus among the Board is really hard work; no one wins absolutely, and no one loses absolutely; everybody has to give up things.</p> <p>If we are going to be effective as best possible:</p>	

	<ul style="list-style-type: none"> - Internally have discussion, keep inside our ohana, if some threads unravel to keep talking as we can be powerful now and the future if we do. - Getting the 501c3 is going to be a Herculean task. In the meantime there are some options available to us – we should set as a goal to be a high performing community (HPC) re HUD – identify what the barriers are in Hawaii. - Think like an operating foundation. Think beyond being a pass through, we can go after certain kinds of monies for agencies but we have to have credibility. - We can look into creating our own campus where we can have office space for homeless agencies, sharing resources, focused on homelessness providers. Opening a door to becoming a 501c3 allows for these possibilities. - Let's dialogue the rest of the year and the years to come. PIC's role is gathering the information and molding that in to a puzzle. <p>Vice Chair Heather praised Sam for the vision and suggested a board retreat; the Board hasn't done in a couple years.</p> <p>[Sam Millington informed the group of needs which include parking for potential staff as well as need for volunteer help. The group gave Sam ideas on possible parking areas. The group also gave ideas and suggestions regarding office help e.g. Heather Lusk offering her expertise as a preceptor for Social Work students; and Marc Alexander sharing personnel and resources from the Mayor's office. Coordination for these offers and ideas to follow.]</p>	
<p>Approval of Minutes</p>	<p>The Board reviewed the November minutes of the meeting. Marya Grambs made a motion to approve the minutes as presented. Maile Montallana seconded the motion.</p>	<p>Motion Passed</p>
<p>Continuing Business: 501(c)(3) Update/Jon Berliner</p>	<p>PIC Chair Jon Berliner reported the CoC is close to submitting the 501c3 application. He has gone through and signed the documents; Treasurer Robert Boyack has issued a \$600, 501c3 application fee. The goal now is to get the packet submitted in a couple of weeks, however the challenge is the 5 years of financial documents (2 boxes) were found in print outs, there is no access to the QuickBooks that was used. Chair Jon has asked for a quote from the CPA firm the attorney has recommended, to estimate how much it would cost and if it is possible to organize the records so that the firm can pull numbers and plug them in the (expedited) application. Chair Jon is awaiting information today and will communicate with ED Sam.</p>	
<p>Continuing Business: HMIS Update, Carla Houser</p>	<p>The Data Committee is talking about sequel changes that need to happen within Caseworthy to make it user friendly for both CES and the day-to-day users. Daniel Gore made a list of recommended HMIS page changes, estimated at \$6,500 which will have to be subcontracted. Anything that doesn't have a high cost value which can be done by Daniel or Jay's team have been given over to CES to decide, if it helps them move along. CES is preparing to submit the APR report by December 30. Jay King</p>	

	<p>asked for a document stating this is the actual due date. He will be happy to comply but wondered if there was any formal notice.</p> <p>Revive and Refresh connected with Daniel Gore to be up and running. Marc Alexander connected them with a Vista worker and Carla is grateful for that. She is also sending out HMIS access and user forms to all agencies, they will have to resubmit in the new year. The youth providers have been working with Daniel and have been able to create 3 youth programs with the agencies coming in. These are Statewide agencies. Norm Baker, Carla and MedQuest talked in March 2018 about having access – Medicaid 1115 waiver grants is going to effect. PIC is sharing data with them and MedQuest is willing to do a data scrub for us, in exchange.</p> <p>[Jay King: 50% has a Medicaid plan recorded of the 5400 names.]</p> <p>Another statewide partner is the Department of Education. Bridging the Gap has the philosophy: in order to get data, you must submit data. With DOE we have to know what that looks like because of strict guidelines regarding information sharing. Ideally, DOE's liaison can possibly record every encounter like a street outreach encounter and see if the family is connected with other agencies.</p> <p>Another agency is Public Safety requesting HMIS access – it will serve us well if they can clarify the intent of why they need HMIS information.</p> <p>Justin Phillips informed the group the value of partnering with public safety especially those who are high utilizers because it connects community based case managers and high level case managers/providers access to the clients when they are arrested, who can lose out on their insurance once they enter Public Safety. CBCM can get in there and work with them and not have to lose out on services.</p>	
<p>Continuing Business: HMIS and Planning Grant Financial Status</p>	<p>Vice Chair Heather brought up extending Daniel Gore's contract which is expiring end of December 2018. AUW Liz McFarlane says his contract in December and extends two more months. Heather was pleased to hear that he can be around to help with Point in Time Count in January 2019.</p> <p>AUW Liz Farlane pointed that PIC has planning grant money that needs to be spent down by the end of April. All PITC activities are planning activities.</p> <p>Unrestricted \$10K funds from Ohana passes through AUW but will go to PIC treasury funds which gives some padding to use for Sam's time fundraising to stay in compliance. Teresa Lyons CCS Director and Ohana point of contact Anne Chipchase have helped connect this which was voluntarily given.</p> <p>HMSA has offered the same with a slightly higher amount, according to Jay King, basically paying for something they haven't seen. Ohana's contribution was critical.</p> <p>PIC Chair Jon made a motion to approve Daniel Gore's contract for two months. Anna Stone seconds.</p>	<p>Motion Passed.</p>

	<p>Vice Chair Heather brought up the HMIS grant RFP and asked the group what they thought. AUW Liz McFarlane encourages the Board to submit even though it is a stretch. In her experience, coming up with something no matter, has helped move forward for the next time. She encouraged the group to come up with two pages of content. She cannot be the lead in writing but is willing to push the button as collaborative applicant. The \$5M NOFA is due January 31.</p> <p>Incoming PIC Chair Connie Mitchell spoke about the NOFA as an opportunity to data share better, such as FUSE, and collaborate with other entities. This is with healthcare, another initiative which is about helping people who are the high users get into housing. There are many entities trying to get better.</p> <p>Sam Millington invited to team to create a working group and look at the grant and advance the criteria. Sam suggested Connie Mitchell, Carla Houser and Jay King to be part of it, to decide strategically what to go for. And another group will do the ask.</p> <p>Jay: It has been communicated in the community; the primary reason is to lay the cost of the user fees so we can move the money around, to increase the capacity of the CoC.</p> <p>Jay King committed to allocate the time to give the needed data to prepare a proposal but cannot provide the narrative. Two systems that can be written-in are Domestic Violence and Youth Systems, and to demonstrate the need with outreach etc.</p>	
<p>Continuing Business: CES Update – Tom</p>	<p>Handouts provided.</p> <p>PIC has had 3 chapters of CES – First with PHOCUSED, then Hawaii Community Foundation, and the now the 3rd chapter with Jay King. We have housed 946 people by the end of October. By December 6, CES has placed the 1000th household, approximately 2000 individuals. CES has housed the most vulnerable first.</p> <p>Justin Phillips noted that is almost 3 households a day.</p> <p>A remarkable milestone in Oahu was 30 households in the month of October were placed through rapid rehousing. There were 17 families. Tom McDonald admonished the group to scale these numbers higher. He also announced that tomorrow is the official start of the CoC's new Youth CES – Congratulations to Carla Houser!</p> <p>Tom McDonald and Jay King will work together on a press release, press releases should come from a Board member.</p> <p>Clarification: The numbers in the HMIS and the by name list/CES are off by 200 or more. The CES will indicate more than what shows in HMIS. Connie Mitchell reiterated that CES is housing the most vulnerable and the whole continuum is doing more in addition to CES. Jay King pointed out that the work is really of the providers and not CES itself.</p> <p><u>CES P&P Updates – Handout containing recommendations distributed:</u> Jay King announced that his team has developed a website to bridge</p>	

everything that have been done in the past, linking it all for the providers as a library of resources. Over the next month, there is a simple website linked to coordinated entry that will contain housing navigation, and useful resources. This will be linked to the PIC website, and the websites of the providers.

This is the cusp of working with Hawaii Pacific Health- Straub, Pali Momi and Kapiolani. Ohana, HMSA, and Kaiser are interested.

The training piece: CES will schedule every Friday to conduct training – who is responsible for VISPADT? For example. CES hopes to align trainings.

Jay King asked for vote to include assisting folks who need help with Section 8 deposit or with referral to foster homes. Jay requested that if there is nothing else available in the community, we can provide RRH.

Tom Mc Donald clarified that this provision is for those currently homeless and has received a housing voucher but does not have the ability to move in. This is a shallow, time limited need with a permanent subsidy they are getting from another source. This \$500 to \$2K barrier can prevent a family from staying homeless. He continued that this is usually done through HPP but sometimes this is not available which is why we prioritize the RRH for this.

Jay King stated that it is up to the homeless providers to do that homeless verification.

Tom McDonald: This is not a HUD issue, it is an HPO issue because we are using State dollars through RRH and they essentially have to concur with our decision with Coordinated Entry – this is not made for that purpose but we are allocating them because it is a good use of funds.

Connie Mitchell stated that she does not understand why the State would use this for that when HPP funds are available. Jay King said HPP is not always available.

Tom McDonald reiterated that Section 8 families are on a deadline. They call agencies and there are no funds at certain times for different reasons e.g. they are out for the month, a family will have to wait two months and the golden ticket expires and the family remains homeless. This is a more common need than expected. The eligibility requirements remain with the housing program.

Anna Stone made a motion to use rapid rehousing funds for permanent housing solutions that require rapid rehousing assistance through CES. Seconded by Jon Berliner, based on CES recommendation.

Incoming PIC Chair Connie Mitchell voiced her concerns and asked the group to be cautious. Not to make this a blanket policy, to think of the system, as a whole. There are agencies meant to give those type of assistance.

Jay King reasoned that his team is very purposeful and does not give entitlement. It gives it flexibility. The true authority remains with the housing program. The percentage housing in RRH is 25%. One out of 4

	<p>RRH works. We are trying to give those who qualify the ability to connect to what is available at the time. This has to come with a homeless verification, being employed, and/or active participation in an employment program coupled with a case management service plan or housing plan.</p> <p>Jay King continued that as of now, a person with child is considered one person. It is still not a household. He's proposing that with a medically verified pregnancy, one can apply as a household and can be prioritized as a household with a child.</p> <p>Justin – if this is a standard - if a pregnant female, she is considered for family VISPADT and not a single VISPADT without considering the child may have a disability. Jay clarified this is a 'may' and not a 'have to.' They can qualify for transitional shelter for families. State homeless programs office mandates pregnancy in the 3rd trimester. There is a reason to give considerations.</p> <p>Motion to include 3 recommendations by CES (see handout)</p> <p>Approval for HMIS - Daniel Gore, needs PIC Board to vote re early childhood count, from birth to 5 years old, for Oahu only.</p> <p>Marya Grambs made a motion to support DOE to work with Daniel Gore to pull for data of children under 5 in HMIS, for Oahu. Jon Berliner seconded.</p>	<p>Motion Passed.</p> <p>Motion Passed.</p>
<p>Continuing Business: Shelter of Wisdom</p>	<p>Deferred to January 2019 agenda.</p>	
<p>New Business: 2019 Point in Time Count, Heather</p>	<p>Ad hoc Point in Time committee had challenges with the set date of January 28. There was a strong push back and we're being encouraged to change it. The group will move PITC to January 22 to align with Bridging the Gap. The HMIS committee is adding two questions from the expanded version of last year: did anybody leave because of a disaster of what happened on the Big Island? Did you experience homelessness as a youth under 18?</p> <p>Jay King added that January 23 is the start of CES.</p> <p>Justin Phillips spoke out about the number of questions the homeless are exposed to every year urging the group to ask less questions e.g. asking about sexuality when there are no available homosexual housing wouldn't make sense. The questions desensitize and makes people resist services, citing his own experience as a homeless person in the Dillingham area. There are risks in the confidentiality – using the HMIS in getting more information about people. Asking for the name should be enough. He also shared concerns about how data is utilized. This does not change their situation.</p> <p>Vice Chair Heather asked for more input –</p> <p>Jay King agreed with Justin saying these questions promotes resistance to giving out information. Vice Chair Heather cited experience of her own team of 40 doing 300 surveys and only one declined to answer the questions. This is to argue that the questions are helpful in identifying</p>	

	<p>disproportionate populations. Heather admits she is an advocate of the questionnaire. Jon Berliner, Executive Director of Gregory House, concurred with Heather Lusk.</p> <p>More concerns were brought up in the meeting coming from different points of views. The discussion showed the different layers of conducting the surveys. It involved the effective training of surveyors, data collection and reporting back to agencies, focus on HUD mandated questions.</p> <p>Marya made a motion to accept the committee's recommendation for the questionnaire giving latitude to rearrange the questions, with the more sensitive ones could be asked later on. Justin Phillips seconded the motion.</p> <p>Vice Chair Heather thanked the group for finding a way to move forward. She referred the group to the 5 pages of HUD form and hoping to figure which ones are the mandated ones, e.g. they ask for transgender but not sexual identity. Heather heads the overall PITC 2019 planning group.</p>	Motion Passed.
New Business: HICH PIC Representative – Heather	Sam Millington will represent PIC in the Hawaii Interagency Council on Homelessness.	
New Business: Onboarding New Board Members	Heather Lusk noted that we are creating an onboarding process from scratch. Sam Millington suggested that going forward with PIC's 501c3, the group should look into a larger board strategy such as having a Transitional Working Board and the Governing Board.	
New Business: Data Coordinator and Assistant Positions	Sam Millington, Sharon Baillie and Carla Houser interviewed candidates. He reported that one candidate stands out among the applicants. Sam Millington, per AUW concurring, recommended to hire with the title Data Manager position. We want to elevate this position, internally and externally. He is working with Norm Baker to relook at compensation and possibly raise it. Data assistant position will take more time. This is a data and office assistant position. We can have the person do office things. Sam also recommended to change Sharon's position to make it operational and planning manager. Heather Lusk and Jon Berliner will interview candidates tomorrow, per Sam, so more people can be involved in the selection process.	
New Business: PIC 2019 Meeting Calendar	Everything stays the same – December meeting is in town and not in Kapolei. (see handout)	
Committee Updates: Advocacy Committee	Advocacy Committee is moving forward with scheduling meetings and drafting the Omnibus Bill so every element of our advocacy efforts is publicized. We're drafting the overall bill.	
Adjournment	Meeting adjourned at 12:16 p.m.	
Next Meeting	NEXT MEETING: Thursday, January 3, 2018 10:00 AM – 12:00 PM Call-in number: (515) 604-9577, Access code 131975	
Minutes Prepared by:	Anna Stone	