



# 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

August 1, 2017

TIME: 10:00am to 12:00pm

LOCATION: Steadfast Housing Development Corporation  
888 Iwilei Road, Training Room 2nd Floor, Honolulu, HI 96817

**Attendees:** Names: Maile Montallana, Randy Villanueva-Ahue, Gregg Suzuki, Keala Souza, Sharaleen McShane, Ana Pilon, Holly Holowach, Leslie Ueyahara, Ashlen Keomaka, Ruth Ann Balbin and Kim Cook

Agenda Topic	Discussion	Outcome/Action
<b>Intro:</b>	Welcome everyone....	
<b>I. Call to Order</b>	Maile Montallana called the meeting to order at 9:58 am.	
<b>II. Approval of Minutes</b>	July 4th, 2017 minutes approved.	
<b>III. Special Events:</b>	None	
<b>V. Continuing Business:</b> <b>a. Objective #3</b>	<p>Open discussion held regarding different aspects of coordinating this year's conference. Discussions are as follows:</p> <p><u>T-Shirt Orders:</u> T-shirt orders will exclusively be sold on Eventbrite which was setup by Cora. The link is: <a href="https://2017pict-shirtpresale.eventbrite.com">https://2017pict-shirtpresale.eventbrite.com</a></p> <p>Cora was able to set up the sales to show how many shirts of each size are available so that people can see the current real time inventory and then place their orders accordingly. If people want to order more shirts, then the committee can place another order through the vendor. Cora was able to setup sales of \$15 for size small to XL and \$20 for size 2XL and 3XL. Fees apply for payment by credit card. Keala checked with Eventbrite during the meeting and confirmed with them that fees do not apply for check payments.</p> <p>Maile provided handouts of the Eventbrite link showing what people can expect when ordering shirts. People can select pick up dates when ordering which correspond to the PIC General meetings. Maile and/or Keala can bring the shirt orders to the meetings.</p>	

Cost Analysis:

Maile again provided the committee with information from KROC Center regarding the questions posed at the JUNE meeting. Refer to the attached email in the packet:

- 50% of event balance is due 30 days prior to the event which KROC denotes is October 17, 2017.
- Final food selection and guest count is also due 30 days prior to the event which is October 17, 2017.
- 100% of the event balance is due the day of the event which is November 17, 2017.
- Although final head count is due 10/17/17, headcount changes need to be reported to KROC asap.
- If the headcount changes after 10/17/17, the kitchen needs guest attendance to be confirmed by 11/2/17 to ensure they have enough food. **Changes CANNOT be made after this date. Kroc recommends we overestimate.**
- There will be no additional charges for additional walk-ins on the day of the event, but KROC will only accommodate an additional 5% of walk-ins - which means they will accommodate 15-20 guests on the day of the event.

Maile provided the committee with the current budget for Sandwich Buffet. Maile announced the City reached out to Jen and offered a sponsorship of \$1,000. Also, Ana emailed Maile reporting that ASI is willing to cover the cost of the CEU application fee. These items were updated on the projected budgets. With the Sandwich Buffet, the total profit was \$4,945.44. The committee agreed to just offer the sandwich buffet. Maile reported she emailed Ariel Cofell, contact with Kroc, to inquire what is offered with the sandwich buffet. Ariel responded with the following:

The Sandwich Buffet includes:

- Prepared Salad
- White and Wheat Bread
- Ham or Turkey
- Variety of Cheeses
- Variety of Veggies (Lettuce, Tomatoes etc.)
- Bag of Chips
- Afternoon cookies

Chef can also include/exclude additional selections based on your preferences, dietary needs, or vegetarian request.

Maile will email Ariel to confirm the continental breakfast and drink bar is also available for our meal option.

**Maile will email KROC to get the details of the continental breakfast and juice bar.**

Sponsorships/Gift Card Donations:

Maile provided the sponsorship letter again in the meeting packet for today for all to use if they know of others who are interested in sponsoring the conference.

Leslie reported she finally was able to send out all the sponsorship letters this past week. Sponsorship payments and responses will be sent to Jen at AUW.

Maile reported there were no new gift cards received from the community businesses we solicited. She will send out a letter reminder with a due date within the next 2 months. She forgot to put a deadline on the original request when she sent them out.

Registration:

Maile announced that the Registration Subgroup committee, through recent email exchanges, has decided to **solely** use EVENTBRITE as this year's registration platform. Through Cora's research on both the Google Docs and Eventbrite platforms - she learned that it would be difficult to merge data from the 2 platforms and recommended the committee only use one or the other. Cora suggested using Eventbrite as it had more capabilities and was user friendly. She emailed the links to the Registration Leads, Keala and Dr. Kim. Cora will be out on leave until the end of September.

The registration link is:

<https://2017statewidehomelessawarenessconference.eventbrite.com>

Maile provided handouts on what the registration link looks like online. Currently, the EARLY BIRD REGISTRATION option is available. Regular Registration will happen between 9/2/17 and 10/13/17 with LATE Registration happening 10/14/17 to 11/10/17.

Keala confirmed with EventBrite that check payments do not have to pay the additional fee - only credit card payments. Check payments are scheduled to be mailed directly to Jen at AUW.

All committee members agreed on releasing both the t-shirt ordering link and the registration link to Jen to post on the PIC website and to Natalie to send out to the listserve.

**Maile will send out reminder letters to solicited businesses over the next 2 months.**

**Maile will email Jen confirming the committee approved the release of the t-shirt and registration links.**

Suggested Breakout Sessions:

Maile provided the updated conference outline worksheet to review and receive updates from coordinators.

**Updates:**

Opening Speakers - Holly confirmed Scott Morishige, Harold Brackeen, Marc Alexander and Ryan Okahara. Maile confirmed Jon Berliner and Jen Stasch via email. Maile awaiting photo and biography of Jon Berliner and will forward to Holly once received.

1) *Strategies for Increasing Housing Inventory in an Affordable Housing Crisis (lead-Dr. Kim)* - Dr. Kim confirmed Kyna Haley-Vea from Cloudbreak, Darryl Vincent from U.S. Vets and Stephanie Fo from HPHA. The breakout description is done. Dr. Kim is just waiting on photos and bios of Kyna Haley-Vea and Stephanie Fo. Their IT needs are a projector and laptop. Maile confirmed a projector will be in the ballroom and will offer her company laptop for use in the ballroom. Dr. Kim to send all her info to Holly when she has it on or before the September 5th deadline.


2) *CES (systemic; impact to contracts) (lead-Maile)* - Maile reported she sent Tom McDonald and Jen Stasch an email regarding the breakout session. She is awaiting the breakout description only. The committee can use the same photo and bio from last year. Maile also needs to confirm IT needs.

3) *Crisis Intervention / De-escalation Techniques (lead- Maile)* - Speaker already confirmed; Maile has the breakout description, bio and picture ready to send to Holly. No IT needs. He just needs the white board and markers.

4) *Spotlight on Hawaii's Keiki Without Homes - Birth to Age 8 (lead -Dr. Kim)* - Dr. Kim was able to make contact with Chris S. Jackson, Head Start Collaboration Office, and confirmed their participation. They are confirmed to present. Dr. Kim received the breakout description, but is waiting on bios/photos. Their IT needs are a screen and projector. The Pikake Classroom will have a projector, but a laptop is needed. Leslie mentioned Cora may have a laptop we can use as no one else on the committee had a spare laptop to offer.

5) *Continuation of NVP communication from keynote speaker. (lead-Maile)* - This will be a continuation of the keynote speaker.

	<p>6) <i>Bridging the Gap - Best Practices (lead-Holly)</i> - Holly reported Brandee Menino, BTG Hawaii Chair, is confirmed to present. Maud Cumming, Maui Homeless Alliance CoC, was also confirmed. Holly looking to see if 1 more individual can join the panel. Photos/Bios from last year can be used. Breakout description and IT needs pending.</p> <p>7) <i>Community Policing: (outreach; warm handoffs; build relationships) (leads- Holly)</i> - Holly reported Captain Jayson Kauwenaole and Lt. Mike Lambert of HPD have confirmed presenting this breakout session. The bios, photos and breakout description are pending. Holly will work on these over the next few weeks. Holly will also check if they have any IT needs because there is currently no laptop/projector available in this classroom.</p> <p>8) <i>Hospital Discharge Planning: (Castle; Queens; Kuakin) (lead-Cora)</i> - Cora is currently out on leave and will not return until ending of September. Therefore, the committee decided to replace this topic seeing as final session selection needs to be done now. After committee discussion, Dr. Kim recommended a topic on diversion which is a topic missing from our breakout sessions. Dr. Kim remembers a brief overview of the LEAD program. She will reach out to Heather Lusk to retrieve contact information to see if they're interested in presenting during this breakout session.</p> <p>Maile will revise the CEU form once the CEU application is confirmed. Maile will make copies of the CEU form at SHDC and provide at the stuffing party.</p> <p>Note: Topic Coordinators will provide ALL biographies, presenter pictures and topic descriptions to Holly on or before the <b>September 5th</b> committee meeting for compilation. In turn, Holly will provide Ana the compilation by <b>October 2nd</b> so she can submit the CEU applications.</p> <p>Leads will continue to make connections with presenters and report follow-ups at the next committee meeting.</p> <p><u>Conference Evaluations:</u> Maile provided the committee the evaluation form used from last year's conference and opened it up for discussion if any members wanted to revise the form and/or questions. The committee felt the evaluation form was fine and agreed to use the same one. Maile will make the 300+ copies needed on blue paper and provide it at the stuffing party.</p>	<p><b>Leads will continue efforts to connect with contacts regarding the topic assigned and report back at the next committee meeting.</b></p>
<b>New Business:</b>	None	

<b>Other Issues</b>	<p>- Holly announced to the committee that she will be out on leave from September 24th to October 10th. Members need to get all the required information to Holly before she leaves on September 24th.</p> <p>- Maile reminded all committee members of the final meeting schedule. We have 3 more meetings <i>before</i> the conference: 9/5, 10/3 and 11/7. The stuffing party is on Wednesday, 11/15/17. Maile has scheduled the committee photo at the 11/7/17 committee meeting with the conference shirts.</p>	
<b>Next Meeting</b>	<p>The meeting ended at 11:23am. Next committee meeting will be on Tuesday, September 5.</p>	
<b>Minutes Prepared by:</b>	<p>Maile Montallana, Awareness Committee Chair </p>	

(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 3<sup>rd</sup> Tuesday of month).