



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 General May Meeting May 16, 2017 Kapolei Hale 12:00 PM – 1:30 PM MINUTES

Agenda Topic		Outcome/Action
Call to Order & and Roll Call	Director Stasch started the meeting at 12:02. Introductions were conducted of new or visiting participants. Quorum was met.	
Approval of Minutes	The April minutes were not available for review but will be sent via email and will be voted upon at the June meeting.	Will be voted upon at June General meeting
Conflict of Interest and Conduct Policy	<p>As part of the Governance Charter update, the PIC Code of Conflict of Interest Policy was updated to include a section on meeting conduct which states:</p> <p>All participants, PIC members, Committee members and Officers are expected to treat each other in a professional business manner and with respect and dignity. All participants, PIC members, Committee members and Officers are entitled to participate in PIC meetings, activities and discussions in an environment that is free of harassment, bullying and discrimination. The following behavior will not be tolerated in any form, including but not limited to: unwelcomed remarks, gestures or physical contact; the display, distribution or circulation of derogatory, discriminatory or sexually explicit materials; offensive, derogatory, or discriminatory comments or jokes; verbal abuse; physical abuse; or threats of harm.</p> <p>VIOLATIONS OF THE CODE OF CONDUCT POLICY</p> <p>If any participants, employees, PIC members, Committee members or Officers have reasonable cause to believe a participant or member has violated the Code of Conduct, they shall inform the Vice Chair in writing, who shall inform the participant or member of the complaint, and afford the participant or member an opportunity to respond to the complaint. After hearing the participant's or member's response, the Vice Chair shall inform the Board of Directors of the complaint and response, and the Board of Directors shall determine if the participant or member violated the Code of Conduct, and shall take appropriate corrective action.</p> <p>DETERMINING WHETHER A VIOLATION OF THE CODE OF CONDUCT OCCURRED</p> <p>After hearing a disclosure of the complaint, response and review of all material facts, the Board of Directors will determine if a violation of the Code of Conduct occurred.</p>	Will be voted upon at June General meeting

ADDRESSING A VIOLATION OF THE CODE OF CONDUCT

After exercising due diligence in determining whether a violation of the Code of Conduct occurred, the Board of Directors will report its findings to the appropriate persons, committee or to PIC General Membership. If a violation has been determined to have occurred, the Board of Directors shall determine the appropriate corrective action including but not limited to termination of PIC membership or reporting to the participant's agency.

The Conflict of Interest Policy was also updated:

CONFLICT OF INTEREST

A conflict of interest occurs when a participant, employee, PIC member, PIC Committee member, and/or PIC Executive Team member takes an action which results, or has the appearance of resulting in personal, organizational or professional gain. No participant, employee, member of the PIC or its Committees shall knowingly take action to influence the PIC in such a way as to confer financial benefit on themselves, family members, spouse or partner, or organization in which the participant, employee, PIC member, PIC Committee member, and/or PIC Executive Team member, family members, spouse or partner serves in an official capacity. Official capacity shall include service as an employee, owner, stockholder, director, board member, consultant, or officer who represents any such entity or organization which seeks to receive funding through the PIC process. Official capacity shall not include service solely as a volunteer (who does not serve as a board member or consultant) or recipient of services.

DUTY TO DISCLOSE

All participants, employees, PIC members, PIC Committee members, and PIC Executive Team members shall indicate relationships that may present potential conflicts on their annual membership application or an interim basis as the conflict arises to the Vice Chair. Any conflict of interest that is disclosed shall be recorded in the meeting minutes.

All participants, employees, PIC members, PIC Committee members, and PIC Executive Team members shall also verbally disclose potential conflicts of interest prior to participating in discussions that may result in decisions that may confer financial benefit on themselves, family members, spouse or partner, or organization in which the participant, employee, PIC member, PIC Committee member, and/or PIC Executive Team member, family members, spouse or partner serves in any official capacity.

RECUSAL

All participants, employees, PIC members, PIC Committee members, and PIC Executive Team members, shall recuse themselves, stating reason, from voting on issues that would directly and/or disproportionately affect their agencies. Individuals with a conflict of interest must disclose their conflict of interest prior to any discussion but may participate by stating their position on a particular issue; however, they must remove themselves from the room during further discussion and voting on the issue. The recusal will be noted in the minutes. This applies to all discussions in relation to all CoC funding allocations and prioritization.

VIOLATIONS OF THE CONFLICT OF INTEREST POLICY

If any person has reasonable cause to believe an individual has failed to disclose actual or possible conflicts of interest, they shall inform the Vice Chair in writing, who shall inform the individual with potential conflict of the basis for such belief, and afford the individual an opportunity to explain the alleged failure to disclose. After hearing the individual's response, the Vice Chair shall inform the Board of Directors of the complaint and response, and the Board of Directors shall determine if the individual failed to disclose an actual or possible conflict, and shall take appropriate corrective action such as, but not limited to, terminating the member's PIC or PIC Committee membership.

PIC Governance Charter Update	Chair Gannon reviewed the draft changes to PIC's Governance Charter so membership could hear about proposed updates from the EC. There are a few sections that are particularly new and warrant discussion, including: additions to Section 3, objectives of PIC has added progress to functional zero and that all providers follow a low threshold philosophy with as few programmatic barriers as possible to getting into housing. Another new section is on page 3 for "Preparing Application for Funding". There is a new section 6 titled "Director's Office" which describes duties of the Director's office. Under Section 9 Board of Directors the EC is recommending that the two at-large positions have an exception (on case by case basis) to the one member from each agency rule. There is additional suggestions from PIC/HUD's TA provider under the Section 10, Responsibilities of the Board of Director and a few changes under the Collaborative Applicant section 11. We will vote on the governance Charter at the June General PIC meeting.	Please give feedback to Marc on charter by May 24, 2017. Will be voted upon at June General meeting
June Elections	Vice Chair Kelly noted that there are five positions open for election in June election for 1.5 year term (end Dec. 2018) for these positions: Chair, Secretary, Awareness Chair, Planning Chair, Advocacy Chair and Data Committee Chair recommendations to statewide data committee. Please share any nominations with Janet for the election.	
PIT Data Release	Director Stasch opened up the discussion on the release of the PIT data. Jen clarified the process for folks who declined to be interviewed for PIT, and Carlos discussed the process from the HMIS perspective. Jen noted that the 2018 PIT process will be started in late summer building upon lessons learned from this year.	
ESG Planning Input	Leslie Uyehara reported on the May 9 th adhoc work group ESG discussion. The City and County is the recipient of the ESC funds and it is PICs responsibility to monitor the ESG funds and to give feedback to the Consolidated Plan, and the deadline for the feedback is the end of June. The adhoc committee will be giving feedback and recommendations to present to the Planning Committee, which will then present this to the EC in June and it will be up for full membership vote at the June general PIC meeting.	
HMIS Update	Carlos gave an update on HMIS and reported that the single by name list and the CES prioritization is complete and at HPO for review. Carlos is working on reporting functions to increase agencies' ability to use their data to support their programs. Carlos and his team have been doing a lot of trainings for users.	
CES Update	Planning Chair Tom McDonald reported back on the new joint CES committee that includes both Data and Planning Committee members and they had their inaugural (3 hour!) meeting to plan the CES. CES for families will be first since a	

	funder has already been identified. Each CES (singles, family, DV, youth) will be incubated with a CES lead and then they can be integrated in the future. One of the biggest challenges is the resource matching piece, in addition to moving the case conferencing beyond list management.	
Announcements	The 2017 Homeless Conference will be Nov 17 th at the Kroc Center Greg will send out the final Advocacy Report for the session and will spend the summer working on numbers to share with legislators in the coming year. The Org. Development committee needs nominations for the June election!	
Next Meeting	The next meeting will be June 20th at Central Union Church.	
Minutes Prepared by:	Heather Lusk	