



# PARTNERS IN CARE – Oahu Continuum of Care O’ahu’s Coalition of Homeless Providers

## 2019 Voting Membership Application

Name of Individual / Agency / Organization:		
Name of Key Representative:		Title:
Address (State & Zip Code):		
Phone Number:	Fax Number:	Email:
Signature:		Date:
Alternate, or Additional Representative:		Title:
Address (State & Zip Code):		
Phone Number:	Fax Number:	Email:
Signature:		Date:
Website Address:		

Membership Type & Fee <i>(Please select just 1 membership category)</i>			What Committee Will You Serve On? <i>(Minimum of 1 required per individual / agency. Select ALL that apply)</i>	
<input type="checkbox"/>	Homeless/Formerly Homeless	FREE	<input type="checkbox"/>	Advocacy Committee
<input type="checkbox"/>	Individual	\$50	<input type="checkbox"/>	Planning Committee
<input type="checkbox"/>	Organization	\$150	<input type="checkbox"/>	Organizational Development Committee
<input type="checkbox"/>	Health Plan	\$500	<input type="checkbox"/>	Awareness Committee
<input type="checkbox"/>	Government Agency	\$500	<input type="checkbox"/>	Data Committee
<input type="checkbox"/>	*Make a Donation to PIC	\$ _____	<input type="checkbox"/>	Communications Committee

*\*PIC is currently still seeking 501c3 status. Please make donations out to Aloha United Way (AUW). PIC allows membership fee waivers on a case by case basis. If you want to request a waiver, please reach out to the PIC Organizational Development Committee Chair, Kim Cook, at [kcook@usvetsinc.org](mailto:kcook@usvetsinc.org).*

## Membership Application Due Dates

**Renewing Members:** Mail your completed application packet & membership fee by no later than 02/28/19.

**New Members:** Completed application packets received between Jan – Jun 2019 will be assessed the full membership price above. Completed application packets received between July – Dec 2019 will be assessed 50% of the membership price listed above.

**Mail completed application packet and membership fees to:**

PARTNERS IN CARE  
c/o Aloha United Way  
200 N. Vineyard Blvd. Suite 210 | Honolulu, HI 96817



## **PARTNERS IN CARE – Oahu Continuum of Care O’ahu’s Coalition of Homeless Providers**

*Partners in Care is a membership organization of homeless service providers, other service professionals, units of local and state government, homeless consumers, and other community representatives located in Hawai’i on O’ahu. It is a planning, coordinating, and advocating body that develops recommendations for programs and services to fill gaps in the Continuum of Care on O’ahu.*

### **O ‘AHU PARTNERS IN CARE (PIC) CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY (from the Partners in Care Governance Charter Revised 06/20/17)**

#### **SECTION 13: PIC Code of Conduct and Conflict of Interest**

All participants, employees, PIC members, Committee members, and Officers must agree to abide by the PIC Code of Conduct and Conflict of Interest policy. It is the responsibility of all PIC members, not just the committee chair or facilitator, to ensure a safe and inclusive environment for all.

#### **Code of Conduct**

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.

#### **Violations of the Code of Conduct Policy**

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.

#### **Determining Whether a Violation of the Code of Conduct Occurred**

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.

#### **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.

#### **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 on 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.

### **Determining Whether Conflict Exists**

After hearing a disclosure of potential conflict of interest and reviewing all material facts, the Board of Directors will determine if a conflict exists without the participation of the individual with the potential conflict of interest.

### **Addressing Conflict of Interest**

After exercising due diligence in determining whether a conflict exists, the Board of Directors will report its findings to the appropriate persons, committee or to PIC General Membership. If a conflict has been determined to exist, the individual involved will not participate in any decision-

making. The Board of Directors shall determine whether or not to investigate alternatives that would not involve a conflict of interest.

**Acceptance of Gifts**

In the discharge of duties as a member of Partners In Care, PIC Committee member, Executive Team member, or employee, one shall not accept or solicit any personal gift in excess of \$25, or favor where the receipt would either compromise impartial performance or would be viewed by the public as compromising impartial performance.

**Fraud Intolerance**

Fraudulent acts by participants, employees, PIC members, PIC Committee members or Executive Team members will not be tolerated and may result in termination from PIC or PIC Committee. A PIC member, PIC Committee member, employee, or Executive Team member who has reason to believe that there may have been an instance of fraud, improper action or other illegal act in connection with a PIC program, function or activity shall report it immediately to the Vice Chair. Reported instances shall be investigated in a timely manner and if an investigation confirms fraud has occurred, appropriate corrective action will be taken.

Fraud refers to but is not limited to: intentionally entering false data into the HMIS or other related systems; any dishonest or fraudulent act; forgery or alteration of any official document; the misappropriation of funds, supplies or PIC materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records or equipment; accepting or seeking anything of value from vendors or persons providing services or materials to the PIC for personal benefit. "

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ acknowledge that I have received the O'ahu Partners in Care Code of Conduct and Conflict of Interest Policy and I have read and understand it.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

**Voting Member Participation  
Agreement Between**

**Partners-In-Care (PIC) and**

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**(Individual / Organization / Entity name)**

This Agreement contained herein between PARTNERS-IN-CARE ("PIC"), the O'ahu Continuum of Care ("CoC"), and the ABOVENAMED AGENCY ("Agency") describes the terms of participation associated with voting membership in PIC as outlined in Standard Operating Policies and Procedures.

Each party is signing this agreement in good faith and with the expectation of fulfilling its obligations as described in the Agreement and by signing this agreement each party is agreeing to the conditions set forth in the document titled "Standard Operating Policies and Procedures"

**Partners in Care Background**

PIC is a community-based coordinating body that began in the mid-1990s as a requirement for receiving homeless service dollars awarded by the U.S. Department of Housing and Urban Development ("HUD"). PIC's mission is to advocate, plan, coordinate and implement homeless services on the island of O'ahu. It has specific responsibility for monitoring the performance of homeless assistance programs funded by HUD under the McKinney-Vento Act. PIC also works to educate the community on best practices that can reduce homelessness.

PIC's membership is composed of homeless service providers, human services providers, units of local, state and federal government, community advocates, persons with a history of homelessness, private and public businesses including landlords and housing developers, and other interested community individuals.

Agencies receiving funding through the Homeless Programs Office of the State of Hawai'i, Department of Human Services are required to actively participate in all aforementioned PIC activities. In addition, agencies receiving homeless assistance funding through the U.S. Department of Housing and Urban Development ("HUD") are required to actively participate in PIC activities. This participation includes, but is not limited to, participation in general meetings, participation in sub-committees, and PIC-sponsored events. In addition, participation includes timely completion of data and reporting tasks for each HUD-funded Homeless Assistance Project including McKinney-Vento funded projects, Community Development Block Grants, Emergency Solutions Grants, and Homeless Prevention and Rapid Re-Housing projects.

**Period of Performance for this Agreement**

This Agreement is effective on the date it is signed. **This agreement shall be in good standing until December 31, 2019.**

## Roles and Responsibilities

The foundation and intent of PIC is to coordinate system activities and to help build the system for homeless services. Therefore, we encourage new providers to review what is already in existence before developing more of a particular service, (geographical area of service to be delivered, subpopulation served, type of service to be provided, collaboration with other area providers, how it will fit with the general goals of PIC).

Major responsibilities and expectations for both PIC and Agencies are listed in this section.

### **PIC AGREES TO:**

#### **1. Facilitate Monthly Meetings**

PIC will hold monthly meetings to provide updates, program reports, committee reports, and to disseminate event publicity and information to the general membership.

PIC will operate under a Sunshine Policy of being transparent with respect to all information, plans and meetings with government officials, leaders of the communities and PIC Committees including the Executive Committee, in order to keep general membership informed and involved in PIC decision-making. Minutes of PIC general membership meetings will be disseminated to members and/or posted on the PIC website.

Information dissemination will also include all funding information, agency reporting, HMIS-related information, information associated with the annual application, grant opportunities and related information. A list of all agencies receiving funds via the Homeless Program Office or the CoC (HUD funding) for homeless services and grant amounts will be provided when grants area announced.

#### **2. HMIS Data Collection and Performance Reporting for HUD Homeless Assistance and PIC-Directed Funding**

PIC will work collaboratively with the HMIS administrator/contractor and each member agency to ensure that mandated data collection and performance reporting of HUD-funded homeless assistance projects are held to the highest standard to ensure that the CoC remains competitive for new and on-going HUD funding opportunities.

Reports will be produced quarterly, semi-annually and annually on HMIS related data as needed, including but not be limited to, HMIS data completeness of key data elements, housing and service outcomes, mainstream program outcomes, timeliness of intakes and discharges, general data accuracy, and program utilization data trends.

#### **3. Provide Reports to Members on Agencies Performance (fiscal and program reports)**

PIC will provide quarterly reports on membership attendance (general meeting and committees) and participation at key annual events including homeless awareness week and the point-in-time counts, in addition to participation in legislative testimony with respect to PIC-supported bills.

#### **4. Maximize HUD Funding**

Each agency that received HUD funding will submit a quarterly report on program performance as it relates to expenditures and people served. In the event an agency is not able to utilize HUD funding that is facilitated through the City and County (example: Shelter Plus Care programs) in the current fiscal year, the PIC Executive Committee will meet with the

agency to discuss strategies to expend funding and serve more homeless individuals and families. These strategies will be specific and measurable. If said intervention does not work after a 30-day period, the PIC Executive Committee can then elect to shift that funding to another agency so that it may serve more homeless individuals and families. This will ensure that the CoC is maximizing funding and therefore not jeopardizing the amount of funding allocated the next year.

The amount of funding shifted will be determined by time left on grant, performance on grant thus far, and expected performance for the remaining grant. The amount will be a collective decision with the final determination made by the PIC Executive Committee. If there is/are member(s) on the PIC Executive Committee who have a direct relationship with an agency whose funding may be shifted or whose agency may receive additional funding, those members will be excluded from the decision-making process.

## **5. Support Agency/Service Provider**

The PIC Chairperson and the Executive Committee will work with, and support Agencies to ensure the performance expectation implementation is well planned, and to address any concerns identified throughout the course of the year. In particular, the PIC Executive Committee will regularly review program performance, and a member of the PIC Executive Committee, such as the Chairperson, will discuss any concerns with the Agency representative to mitigate barriers to successful program performance, ensure that the Agency can meet fiscal and program performance, and if necessary, set an alternative method to achieve success.

### **ALL PROVIDERS AGREE TO:**

1. Designate at least one staff member who will attend at least 75% of all general membership meetings.
2. Serve on at least one committee and actively participate in that committee which is evidenced by 75% attendance of meetings. Additionally, participation in at least 3 activities throughout the year outside of the membership and committee meetings shall be required (Examples include the point in time count, participating in homeless awareness week, giving testimony at legislature sessions, participating in the retreat, assisting with the annual application writing, and other like activities.)
3. Pay membership fee annually unless otherwise waived.
4. Inform their client population of persons and families experiencing homelessness about PIC activities and events to foster increased participation from the service population. Ensure that agency staff is aware of PIC activities and involved in participation.
5. Attend annual PIC retreat and provide input during the strategic planning process for PIC (if applicable).
6. Perform any other duties as outlined by the most current PIC Governance Charter.

**PROVIDERS THAT RECEIVE HUD FUNDING ALSO AGREE TO (in addition to the list above):**

1. Agree that if they do not sign the Agreement they will not be considered for any funding via the CoC for HUD funding
2. Submit required quarterly expenditures reports to PIC executive team 30 days after the end of each quarter in order to facilitate rapid review by general membership and the PIC Executive Committee.
3. Ensure attendance in general membership meeting is person of authority that can represent and make decision on behalf of the agency.
4. Accept any CoC recommendations that CoC awarded homeless services funds be shifted to other agencies or de-prioritized in annual renewal applications when it has been determined that significant portions of past funding has not been expended to meet grant requirements.
  - a. This is a collaborative decision and will be done only after significant review.
  - b. An action plan for the agency to perform will be the first step before shifting funding.
  - c. If agency is unable to meet agreed goals, then a determination will be made on how much funding should be shifted so more homeless can be served and the CoC keeps its funding.
  - d. The PIC Executive Committee will ultimately decide on amount of funding shifted.
5. Ensure their agency is entering and completing HMIS intake, service utilization and discharge data in a timely and accurate manner as required by the CoC in order for the HMIS to contain the most accurate data possible to guide service planning for persons and families experiencing homelessness.

**SIGNATURES**

**The following people have read this Agreement and acknowledge the terms and conditions regarding participation and voting membership in PIC.**

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Name, Title, and Agency

Date

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Partners in Care Executive Chair

Date