



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

*Partners in Care is a coalition of Oahu's homeless service providers, government representatives and community stakeholders working together in partnership to end homelessness.*

### ORGANIZATIONAL DEVELOPMENT COMMITTEE MEETING MINUTES

**Date:** 3/13/18 **Time:** 10:03am – 11:06am

**Location of Meeting:** U.S.VETS – Barber’s Point 91-1039 Shangrila Street Kapolei, HI 96707 (Lokahi Room)

**Attendees:** Kim Cook, Chair (U.S.VETS), Dana Manners (U.S.VETS), Alika Campbell (Hale Kipa)

Agenda Topic	Discussion	Outcome/Action
<b>Call to Order</b>	<ul style="list-style-type: none"> <li>Meeting called to order by Chair Cook at 10:03am.</li> </ul>	
<b>Approval of Minutes</b>	February 2018 minutes provided & in need of approval	<b>Follow Up Needed:</b> Requires 50% quorum for meeting minute approval- Chair Cook to request approval for email to all committee members to meet 50% quorum for meeting minute approval
<b>Continuing Business:</b> Review & Categorize Current PIC Membership	<ul style="list-style-type: none"> <li>Chair Cook to follow up with Director’s office for final membership list to bring to next meeting</li> <li>Chair Cook to put the items that could not get to last meeting on to March meeting agenda for discussion</li> </ul>	<b>Follow Up Needed:</b> Chair Cook followed up with Director’s office for final membership list (see “new business” section)  Items from last meeting were placed on current agenda for this month’s discussion (see “new business section”)
<b>New Business:</b> Goal Setting 2018	<ul style="list-style-type: none"> <li>Goal setting for 2018: 2 main goals that need objective subjective goals               <ul style="list-style-type: none"> <li>Create new member orientation packet                   <ul style="list-style-type: none"> <li>Primary goal- plan to spend 75% on this goal (more achievable than secondary goal)</li> </ul> </li> <li>Increase voting and community membership by developing a recruitment plan</li> </ul> </li> </ul>	<b>Follow Up Needed:</b> Chair Cook to create draft Orientation Packet documents and email to Committee Members for feedback to finalize

Contact for Organization Development Committee: Chair - Kim Cook, Psy.D. (Email: [kcook@usvetsinc.org](mailto:kcook@usvetsinc.org), Phone: 808-291-8198)

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	<ul style="list-style-type: none"> <li>▪ Secondary goal- plan to spend 25% of time on this goal</li> <li>• New Member Orientation Packet <ul style="list-style-type: none"> <li>○ Complete final new member orientation packet TARGET DATE: June 2018</li> <li>○ Chair Cook to draft and send in email to committee for feedback</li> <li>○ Orientation Packet- revise old about us section in PIC Application to draft the following: <ul style="list-style-type: none"> <li>▪ Welcome Letter</li> <li>▪ About/Mission/Vision Section</li> <li>▪ Glossary</li> <li>▪ Calendar</li> <li>▪ Website Info</li> </ul> </li> <li>○ PIC Brochure <ul style="list-style-type: none"> <li>▪ Basic Info about PIC</li> <li>▪ What does PIC do section?</li> <li>▪ Photos and highlights of awareness activities <ul style="list-style-type: none"> <li>➤ Point-In-Time</li> <li>➤ Legislature Breakfast</li> <li>➤ Homeless Awareness Conference</li> </ul> </li> </ul> </li> <li>○ Welcome PowerPoint Presentation</li> <li>○ Short Welcome Video <ul style="list-style-type: none"> <li>▪ Include link in Welcome PowerPoint Presentation?</li> <li>▪ Send to New Members who aren't able to attend Meet and Greet?</li> </ul> </li> <li>○ Meet and Greet for New members <ul style="list-style-type: none"> <li>▪ 1x per year, pending PIC budget</li> <li>▪ Conducted by Chair Cook</li> </ul> </li> </ul> </li> <li>• Recruitment Plan <ul style="list-style-type: none"> <li>○ Include in April &amp; May Meeting Agenda Items</li> <li>○ Develop deliverable(s)</li> <li>○ Determine target date(s)</li> </ul> </li> </ul>	
<p style="text-align: center;"><b>Other Issues</b></p>	<ul style="list-style-type: none"> <li>• Meeting times being extended by a half hour to end at 11:30 am?</li> <li>• Committee discussed and decided that meeting times will remain the same and will not extend by half hour</li> </ul>	<p><b>Follow Up Needed:</b> None</p>
<p style="text-align: center;"><b>Next Meeting</b></p>	<p><b>April 10, 2018 at 10:00 AM</b> at Aloha United Way 5<sup>th</sup> Floor (200 N. Vineyard Blvd.) Guest parking located in the building's parking lot or street parking available.</p> <p><i>Meetings are held on the second Tuesdays of the month 10:00AM @ alternating locations AUW (even months) &amp; U.S.VETS – Barber's Point (odd months)</i></p>	

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<b>Minutes Prepared by:</b>	Dana Manners, U.S.VETS – Barber's Point Meeting Adjourned at 11:06 AM	

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