



# PARTNERS IN CARE

Oahu's Continuum of Care

*Our mission is to eliminate homelessness through open and inclusive participation and the coordination of integrated responses.*

## Organizational Development Committee Meeting Minutes

**Date:** 8/14/18 **Time:** 10:00 AM – 11:00 AM

**LOCATION OF MEETING:** U.S.VETS – Barber's Point Lokahi Room (91-1039 Shangrila Street Kapolei, HI 96707)

**Attendees by Conference Call:** Kim Cook, Chair (U.S.VETS), Kelly McDonald (Aloha Care), Vicki Bunao (DOH)

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 10:04am.</li> <li>Introductions of new members: None</li> <li>No members were able to attend in person so meeting was held via webex</li> </ul>	
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>July 2018 minutes provided &amp; approval given (Quorum of 50% needed = at least 3 members)               <ul style="list-style-type: none"> <li>Member McDonald – First, Member Bunao – Second; MP no further discussions occurred (Member Campbell and Kelly voted “yay” via email to meet quorum)</li> </ul> </li> </ul>	<b>Follow Up Needed:</b> None
<b>Continuing Business:</b>	<ul style="list-style-type: none"> <li>Reviewed outstanding action items – July 2018:               <ul style="list-style-type: none"> <li>Chair Cook to follow up with delinquent paid members – <b>OUTSTANDING.</b> <ul style="list-style-type: none"> <li>KPHC and Project Vision finished just needs some updates</li> <li>Ask BOD what to do about members – establish hard deadline?</li> <li>Discussed rolling membership/closed membership period – need BOD feedback</li> <li>Suggestion by members that perhaps in January meeting our committee get on the agenda to review all the outstanding past due items for agencies</li> </ul> </li> <li>Chair Cook to send Member Kelly McDonald electronic versions of PIC brochure, list of items to change, and forward photos. Provide hard copies at next meeting – <b>COMPLETED.</b> <ul style="list-style-type: none"> <li>Committee decided to hold off on finalization of brochure as Member McDonald mentioned</li> </ul> </li> </ul> </li> </ul>	<b>Follow Up Needed:</b> <b>Chair Cook to continue follow up with members who are missing applications.</b>

**PARTNERS IN CARE, OAHU'S CONTINUUM OF CARE**

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	<p>their agency has other marketing priorities to take care of at the moment. Committee decided it would be okay to hold off on the finalization of the brochure. New members will just receive the welcome letter, about us flyer and calendar for now</p> <ul style="list-style-type: none"> <li>Member Kelly McDonald to obtain quote from vendor for ppt link – <b>COMPLETED</b> <ul style="list-style-type: none"> <li>Member McDonald suggested doing a survey monkey quiz instead and create an attestation page at the end. Member McDonald volunteered to create the attestation page and will send out for feedback.</li> </ul> </li> <li>Chair Cook to follow up with Communications Chair re: Communications Plan - <b>COMPLETED</b> <ul style="list-style-type: none"> <li>Chair Cook verified with Jason Kasamoto, Communications Chair that the committee is working on a plan but no plan has been finalized. Committee elected to leave this as a bullet point in the new member orientation slide for Communications committee since it is an actionable item.</li> </ul> </li> <li>Chair Cook to send out prospect list to committee members for reference on who will be sought out for recruitment – <b>COMPLETED</b></li> <li>Chair Cook to draft a flowchart/SOP on how recruitment will take place and send out for feedback – <b>COMPLETED</b> <ul style="list-style-type: none"> <li>Committee reviewed the SOP and provided feedback. Chair Cook to send out to the BOD for approval prior to implementation. (See details below in “new business” section).</li> </ul> </li> <li>Chair Cook to send out New Member Orientation powerpoint to BOD for feedback – <b>COMPLETED</b> <ul style="list-style-type: none"> <li>Ppt sent out to BOD and minimal feedback received. Feedback received include the following: 1) Add in emphasis on fact that work in PIC happens in subcommittees</li> </ul> </li> </ul>	<p><b>Member McDonald</b> to create attestation page via survey monkey and <b>members</b> to provide feedback.</p> <p><b>Chair Cook</b> will send the recruitment SOP to BOD for approval.</p>
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	<p>vice committees, 2) Add in "what we do" slide the BNL/CES management, evaluating current CoC projects, and preparing NOFA application to HUD, 3) Add in acronyms slide – TAY, VISPDAT, HUD VASH, PATH and 4) Clarify that ED can't lobby</p> <ul style="list-style-type: none"> <li>All feedback from BOD has been incorporated and NMO ppt has been finalized and ready for use</li> </ul>	
<p><b>New Business:</b> Recruitment SOP and Finalize</p>	<ul style="list-style-type: none"> <li>Reviewed recruitment SOP and the following changes were suggested: <ul style="list-style-type: none"> <li><u>Section I: Policy</u> – Add in a statement that says the review &amp; analysis of membership will take place at least 1x/year and will kickoff in Quarter 2</li> <li><u>Section II: Organizational Development Committee Member Responsibilities</u> – Add in faith based category under list for subsection #1, add working definitions in for each category listed</li> </ul> </li> <li>Feedback will be incorporated and will be sent to BOD for their approval prior to implementation</li> </ul>	<p><b>Follow Up Needed:</b></p> <p>None</p>
<p><b>New Business:</b> Recruitment Prospects List</p>	<ul style="list-style-type: none"> <li>Committee reviewed the existing recruitment members prospects list that was developed on 2/19/18</li> <li>Members discussed making a few adjustments to the list to include: 1) Adding OHA in the "funding agencies" category, 2) Adding in all community mental health centers under the "health services" category, 3) Adding in Kokua Kalihi valley under the "health services" category, 4) Adding in Partners in Development under the "other" category, 5) Adding in a new category called "faith based organizations"</li> <li>Additions will be made and the new date for a finalized prospect lists will be 8/14/18</li> <li>For the faith based organizations addition, it was discussed that this category could grow big if we don't have parameters on it. For the purposes of starting the recruitment process with this category, it was decided and suggested by the committee that we would use the outreach regions (as defined by the state contracted providers) and ask them to identify 1-2 faith based organizations in their region that are the most active in their communities that we could reach out to with the potential of adding them to our membership list.</li> </ul>	<p><b>Follow Up Needed:</b></p> <p><b>Chair Cook will finalize the prospects list dated 8/14/18</b></p> <p><b>Chair Cook will email outreach contracted providers to get a list of names for 1-2 faith based organizations in their respective regions</b></p>
<p><b>Other Issues</b></p>	<ul style="list-style-type: none"> <li>Last agenda item to develop plan of</li> </ul>	<p><b>Follow Up Needed:</b></p>

	<p>recruitment with goals to obtain before the end of the year was not addressed in this meeting and will be tabled at a future meeting</p> <ul style="list-style-type: none"> <li>• Addition to next month's agenda to give time to Member McDonald to discuss social mixer so that proposal can be developed and submitted for consideration by BOD</li> </ul>	None
<b>Next Meeting</b>	<p><b>September 11, 2018 @ U.S.VETS – Barber's Point Lokahi Room</b> (91-1039 Shangrila Street Kapolei, HI 96707) Guest parking located behind the building  <i>Meetings are held on the second Tuesdays of the month 10:00AM</i></p>	
<b>Minutes Prepared by:</b>	<p>Kim Cook, U.S.VETS – Barber's Point  Meeting Adjourned at 10:59 AM</p>	