



# 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:** 9/11/18 **Time:** 10:00 AM – 11:22 AM

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

**Attendees In-Person:** Kim Cook, Chair (U.S.VETS), Alikea Campbell (Hale Kipa)

**Attendees by Conference Call:** Kelly McDonald (Aloha Care), Vicki Bunao (DOH), Sharon Baillie (PIC)

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 10:00am.</li> <li>Introductions of new members: None</li> </ul>	
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>August 2018 minutes provided &amp; approval given (Quorum of 50% needed = at least 3 members)               <ul style="list-style-type: none"> <li>Member Campbell – First, Member McDonald – Second; MP no further discussions occurred</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 – August 2018:               <ul style="list-style-type: none"> <li>Chair Cook to follow up with members missing applications - <b>COMPLETED</b> <ul style="list-style-type: none"> <li>Sharon informed the committee that although agencies have missing application parts, they are all 100% paid. Chair asked the committee if they were okay with considering this item as "completed." Members said yes. This item is no longer on the outstanding list to follow up on.</li> </ul> </li> <li>Member McDonald to create attestation page via survey monkey and all members provide feedback - <b>COMPLETED</b> <ul style="list-style-type: none"> <li>Attestation page reviewed (see details of discussion under "New Business")</li> </ul> </li> <li>Chair Cook to send recruitment SOP to BOD for feedback and approval – <b>OUTSTANDING</b></li> <li>Chair Cook to finalize prospects list dated 8/14/18 – <b>COMPLETED</b></li> <li>Chair Cook will email outreach contracted providers to get a list of</li> </ul> </li> </ul>	<p><b>Follow Up Needed:</b></p> <p><b>Chair Cook</b> to bring recruitment SOP to next BOD for approval</p> <p><b>Chair Cook</b> to send email out to outreach</p>

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

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	names for 1-2 faith based organization in their respective regions <b>OUTSTANDING</b>	providers to request
<p><b>New Business:</b> PIC Board Nominations</p>	<ul style="list-style-type: none"> <li>• Chair Cook informed committee that although their focus this meeting was to be on continued recruitment discussion, the priority for the committee now would be shifted to the PIC Board Nominations and elections.</li> <li>• Chair Cook reviewed the governance charter to provide all members with an overview of the process and outlined the following positions and their terms: <ul style="list-style-type: none"> <li>• Expires 2018, Term to Start 01/01/19 <ul style="list-style-type: none"> <li>• Executive Chair</li> <li>• Planning Chair</li> <li>• Advocacy Chair</li> <li>• Awareness Chair</li> <li>• Secretary</li> <li>• Data Chair</li> </ul> </li> <li>• Expires 2019, Term to Start 01/01/20 <ul style="list-style-type: none"> <li>• Vice Chair</li> <li>• Org Dev't Chair</li> <li>• Homeless</li> <li>• At-Large</li> <li>• Communications Chair</li> <li>• Treasurer</li> </ul> </li> </ul> </li> <li>• Committee discussed the current nomination form and decided on making the following corrections to finalize the form: <ul style="list-style-type: none"> <li>• Update all the dates &amp; put on current letterhead</li> <li>• Add in the membership categories on to the sheet (with instruction to only choose 1 category) – this will help the Org D committee evaluate what categories are being represented on the Board</li> <li>• Update the positions that we are accepting nominations for</li> </ul> </li> <li>• Sharon kindly volunteered to update the form and finalize</li> <li>• Timeline of nominations and voting was created. The timeline is as follows: <ul style="list-style-type: none"> <li>• PIC Nomination Form finalized – <b>9/14/18</b></li> <li>• Receive final nominations – <b>10/9/18</b></li> <li>• Org D committee to analyze nominations and recruit for positions that didn't have nominations – <b>week of 10/9/18 – 10/15/18</b></li> <li>• Final list of nominees – <b>10/16/18</b></li> <li>• Voting period for members (asking for 100% participation) – <b>10/16/18 – 11/15/18</b></li> <li>• Org D. members to follow up with agencies who did not submit votes –</li> </ul> </li> </ul>	<p><b>Follow Up Needed:</b></p> <p><b>Member Sharon</b> to update &amp; finalize nomination form. Nomination form to be presented at September general meeting.</p> <p><b>Member Sharon</b> to create a google sheet by 10/16/18 for voting. Minimally include the following: 1) Caveat that the Org D. committee will recruit people for missing BOD categories where needed, 2) An option for the agency to leave the voting to</p>

	<p><b>11/16/18</b></p> <ul style="list-style-type: none"> <li>Reveal new BOD selections in December meeting – <b>12/18/18</b></li> <li>Send out email to membership to announce new BODs – <b>12/21/18</b></li> </ul>	<p>membership (essentially, they do not want to cast their vote)</p>
<p><b>New Business:</b> Membership Applications</p>	<ul style="list-style-type: none"> <li>Committee reviewed the current application process and some suggestions were discussed to improve the process: <ul style="list-style-type: none"> <li>Open up the “reup” for existing members in November</li> <li>New members have until Feb 28 to apply to be a member</li> <li>Proposed a closed membership period due to the difficulty in tracking open membership</li> <li>Potential possibility is to have the member, who misses deadline, join as a community member until next membership enrollment</li> <li>Quarterly enrollment periods so it allows member to apply and pay their fees (with the understanding that the membership year is Jan – Dec so their payment will be required again in Jan of the following year)</li> </ul> </li> <li>Committee wants to request from Maile that the link to join PIC at the HAC – then, the membership applications will be due on 12/15/18 via the link</li> <li>Chair Cook asked all members to look at the follow up email to be sent out that will be requesting their feedback on how a member is defined and the fees so that a determination can be made and forwarded to the BOD.</li> </ul>	<p><b>Follow Up Needed:</b></p> <p>Chair Cook will finalize the prospects list dated 8/14/18</p> <p>Chair Cook will email outreach contracted providers to get a list of names for 1-2 faith based organizations in their respective regions</p>
<p><b>New Business:</b> Social Mixer &amp; Attestation Page</p>	<ul style="list-style-type: none"> <li>Member McDonald took the lead on proposing a social mixer and completing the attestation page for the New Member Orientation.</li> <li>Member McDonald reviewed the attestation page with the committee and the committee decided on the following: <ul style="list-style-type: none"> <li>10 questions that “test” the member’s knowledge of PIC</li> <li>Use page 11 as the attestation page</li> <li>Make a condition of membership that the member has 30 days after they turn in their applications/another date to submit their attestation page (which means they have to complete the “test” first)</li> </ul> </li> <li>Social mixer reviewed – proposed some costs associated to the event. Chair Cook asked Member McDonald to create a proposal</li> </ul>	<p><b>Member McDonald</b> to finalize the survey monkey test with page 11 being the attestation page</p>

	<p>(including the feedback from members from the email she will be sending out) to present to the BOD for approval.</p> <ul style="list-style-type: none"> <li>Member McDonald mentioned his needs from the committee are: <ul style="list-style-type: none"> <li>Venue ideas</li> <li>Costs associated to the event</li> <li>Goals to drive the structure of the event</li> <li>When and what?</li> </ul> </li> </ul>	
<b>Other Issues</b>	<ul style="list-style-type: none"> <li>No other issues were brought forth by members</li> </ul>	<b>Follow Up Needed:</b> None
<b>Next Meeting</b>	<p><b>October 9, 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 11:22 AM</p>	