



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: 10/09/18 **Time:** 10:00 AM – 11:01 AM

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

Attendees In-Person: Webex Call Only – No Attendees In Person

Attendees by Conference Call: Kim Cook, Chair (U.S.VETS), Alike Campbell (Hale Kipa, Kelly McDonald (Aloha Care)

Agenda Topic	Discussion	Outcome/Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Cook at 10:00am. Introductions of new members: None 	
Approval of Minutes	<ul style="list-style-type: none"> September 2018 minutes provided & approval given (Quorum of 50% needed = at least 3 members) <ul style="list-style-type: none"> Quorum not achieved so voting of September minutes needs to occur next month's meeting 	<p>Follow Up Needed: September 2018 Minutes Need Approval</p>
Continuing Business:	<ul style="list-style-type: none"> Reviewed outstanding action items – September 2018: <ul style="list-style-type: none"> Chair Cook to send recruitment SOP to BOD for feedback and approval – OUTSTANDING and will be put off until recruitment is underway again in committee Chair Cook will email outreach contracted providers to get a list of names for 1-2 faith-based organization in their respective regions OUTSTANDING – Email sent to U.S.VETS Outreach Coordinator to get information – pending information gathering Member Sharon to update and finalize nomination form. Nomination form to be presented at September General Meeting – COMPLETED Member Sharon 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 membership majority – COMPLETED 	<p>Follow Up Needed:</p> <p>Chair Cook to bring recruitment SOP to BOD when recruit again after elections</p> <p>Chair Cook to send email out to outreach providers to request</p>

PARTNERS IN CARE, OAHU'S CONTINUUM OF CARE

200 North Vineyard • Suite A210 • Honolulu, Hawaii 96817 • www.PartnersinCareOahu.org

	<ul style="list-style-type: none"> Chair Cook to finalize the prospects list dated 8/14/18 – only waiting for faith based organizations – OUTSTANDING until faith based organization information obtained 	
New Business: PIC Board Nominations	<ul style="list-style-type: none"> Chair Cook reminded the committee of the positions that are up for election. So far, the committee has received the following candidates: <ul style="list-style-type: none"> Executive Chair – Connie Mitchell (IHS) Planning Chair – Bill Hanrahan (MHK) Advocacy Chair – Gavin Thornton (HI Appleseed) & Christy Macpherson (FACE) – Christy is pending acceptance of the position. Chair Cook to reach out to her to see if she is willing to serve Awareness Chair – Jeremiah Kalima (SHDC) Secretary – Anna Stone (Salvation Army) Data Chair – Carla Houser (RYSE) Timeline of nominations and voting was reviewed. The timeline is as follows: <ul style="list-style-type: none"> PIC Nomination Form finalized – 9/14/18 Receive final nominations – 10/9/18 Org D committee to analyze nominations and recruit for positions that didn't have nominations – week of 10/9/18 – 10/15/18 Final list of nominees – 10/16/18 Voting period for members (asking for 100% participation) – 10/16/18 – 11/15/18 Org D. members to follow up with agencies who did not submit votes – 11/16/18 Reveal new BOD selections in December meeting – 12/18/18 Send out email to membership to announce new BODs – 12/21/18 Chair Cook discussed that the final list of nominees will be available for vote by the 16th of the month at the next general meeting 	Follow Up Needed: None
New Business: Membership Applications	<ul style="list-style-type: none"> Chair Cook discussed the follow up email that was sent regarding membership outstanding items in order to have items finalized by the Homeless Awareness Conference Chair Cook informed committee that we need to develop a proposal to take to the Board for approval regarding membership fee structure. As a result, committee developed 3 different options to consider: Option 1: Tiered Approach 	Follow Up Needed: Chair Cook to present membership payment structure to the BOD for approval along with the semi-annual periods of membership enrollment.

	<table border="1"> <tr><td>Individual</td><td>\$50</td></tr> <tr><td>Organization</td><td>\$150</td></tr> <tr><td>Health Plans & Government Agencies</td><td>\$300</td></tr> </table> <p>Option 2: Funded vs. Non-Funded Agencies</p> <table border="1"> <tr><td>Individual</td><td>\$25</td></tr> <tr><td>CoC Non- Funded Agency</td><td>\$100</td></tr> <tr><td>CoC Funded Agency</td><td>\$250</td></tr> <tr><td>Health Plans & Government Agencies</td><td>\$500</td></tr> </table> <p>Option 3: Flat Rate</p> <table border="1"> <tr><td>Individual</td><td>\$25</td></tr> <tr><td>Organization</td><td>\$200</td></tr> </table> <ul style="list-style-type: none"> • Committee also discussed the membership timeline for payment. Decision by committee, which will be presented to the BOD for approval, is that all active members will be given until Feb 28 to reapply. This reapplication process will be assessed the full price of membership (depending on what BOD approves from the options above). For new agencies that want to join PIC, they can join between 2 semi-annual periods: Jan – Jun the new member will be assessed the full membership price (as approved above). If the new member applies between the months of July – Dec, they will be assessed 50% of the membership fee (as approved above). • Committee discussed the definition of “member.” There were a few ideas of how “member” should be defined (such as total # of people allowed to attend, umbrella agencies include all sub-umbrella agencies, etc.). committee has decided to leave the “member” definition as is for now, which is defined as an unlimited amount of people per that agency that can attend PIC meetings while still only being allowed 1 vote per agency. Committee decided that it will leave as is but will be tabled in the future. 	Individual	\$50	Organization	\$150	Health Plans & Government Agencies	\$300	Individual	\$25	CoC Non- Funded Agency	\$100	CoC Funded Agency	\$250	Health Plans & Government Agencies	\$500	Individual	\$25	Organization	\$200	
Individual	\$50																			
Organization	\$150																			
Health Plans & Government Agencies	\$300																			
Individual	\$25																			
CoC Non- Funded Agency	\$100																			
CoC Funded Agency	\$250																			
Health Plans & Government Agencies	\$500																			
Individual	\$25																			
Organization	\$200																			
Other Issues	<ul style="list-style-type: none"> • No other issues were brought forth by members 	Follow Up Needed: None																		
Next Meeting	<p>November 13, 2018 @ U.S.VETS – Barber’s Point Lokahi Room (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>																			
Minutes Prepared by:	Kim Cook, U.S.VETS – Barber's Point Meeting Adjourned at 11:01 AM																			