



**Board Meeting Agenda**  
**January 3, 2024 from 9am - 11am**

Join Zoom Meeting

<https://us02web.zoom.us/j/84772434010>

Meeting ID: 847 7243 4010

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In Attendance:

Hawai'i County:	1 2 3	Brandee Menino (BTG Chair, Chapter Co-Chair) Paul Normann (Chapter Co-Chair) Sharon Hirota (Hawaii County Rep)
Kaua'i County:	4 5 6	Makana Kamibayashi (BTG Vice-Chair, Chapter Chair) Farah Aquino (Kauai County Rep) Mia Carroll
Maui County:	7 8 9	Maude Cumming (BTG Past Chair) Dr. Ashley Kelly (Chapter Vice-Chair) Chris Kish (Maui County Rep) Thelma Akita-Kealoha
HMIS Lead / Collaborative Applicant:		Carlos Peraro, Ka Mana O Na Helu Alison Hinazumi, Ka Mana O Na Helu
Guests:		<ul style="list-style-type: none"> <li>• Harold Brackeen III (HPO)</li> <li>• Sue Sadeki (KHAKO Maui)</li> <li>• Amber Nakihei, FLC Molokai</li> <li>• Mel Lopez</li> <li>• Crystal Caday-Bargayo (Chapter Treasurer) left @ 10:03am <i>sub for Mia Carroll (Chapter Vice-Chair)</i></li> </ul> <p align="center">Members Present: 9 of 10 @ 9:08am</p> <p align="right">Recorders: Thelma Akita-Kealoha</p>



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Time	Agenda Item	Person Responsible
9:00am	<p><b>Welcome &amp; Housekeeping - Establish Quorum</b></p> <ol style="list-style-type: none"> <li>1. Affirm any leadership changes at local chapters</li> <li>2. Maui New Chair</li> <li>3. Hawaii Island change Sec – Billy Joe Pike, Sec</li> </ol>	Brandee Menino, BTG Chair
9:05am	<p><b>Approve December 6, 2023 Board Meeting Minutes</b></p>	Thelma Kealoha, BTG Secretary Paul motion Maude second Motion carried
9:10am	<p><b>State Department of Human Services, Homeless Programs Office</b>            Executed KMNH for data collection and for HUD RUSH, executed with CCH to coordinate efforts and identify efforts quickly.            Used emergency proclamation to move shelter programs forward.            Want to continue to come out and support efforts and see programs, nice to reconnect after COVID. Looking forward to continuing conversations.</p>	Harold Brackeen III
9:30 am	<p><b>Collaborative Applicant &amp; HMIS Administrator</b>  <b>Project Vision Performance Improvement Plan</b> (see letters)            Flyer sent out to PV and their response addressing 3 areas and making corrections – outcome next Monday 1/8/24 regarding progress. Poor data quality – 16% missing info or data not collected (should be only 5%), consent forms not filled out properly, uploaded 82 consent forms. Project name, enrollment date incorrect, no client signature, first name only or last name. If form not properly completed cannot be shared, also a concern with CES (number of times homeless will affect whether they are actually chronic homeless or not - capture). Internal census – missing 43 out of 100 (need intake forms), 17 clients have exited but no exits in HMIS. Concern regarding PITC, may affect numbers of the count and accuracy. This impacts the whole Maui process, affects our</p>	Alison Hinazumi & Carlos Peraro, Ka Mana O Na Helu



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	<p>Maui shelter count, outreach processes and system progress for NOFO.</p> <p>How does the board want to handle and how does KMNH proceed if they do not meet the standard?</p> <p>Maude suggests sending a letter to Cathy Betts, Administrator for DHS. Let her know how this will impact the system for the PITC. How to enforce this and can it be enforced, this will affect DHS – PITC affects allocation of shelter funding and outreach formula. This will affect programs and HPO outcomes, stats.</p> <p>Brandee asking if a letter to DHS will be helpful. Checking on her HMIS team and if they can assist with PV with consent forms. Has been communicating with Darrah and they are working on the current census and intakes. Who would be able to send staff to mentor and complete data in the next two weeks? Open to assist and mentor, any suggestions and other volunteers.</p> <p>Paul states that we should support and encourage new providers. How can we move forward? Will take about 10-20 minutes to complete intake, consent forms for each client.</p> <p>Farrah feels that support would be helpful for any new organization. What resources do they need to catch up right now in the next two weeks and what capacity do we have to assist PV? Cross training and mentorship.</p> <p>Alison/Carlos stated that helped to training PV twice and lead person (QA) has HMIS experience. Feels that a shelter provider or anyone who has the time to spend with them as well as mentor them would be more helpful for PV. Procedures for forms need to be improved. KMNH may help with input but not paper forms or completion of them.</p> <p>Makana is asking how much time it will take KMNH to do clean-up of data.</p> <p>Maude stated that a team of them went to PV with the HUD TA, walked through all the forms, David (TA) made sure that PV was able to get on HMIS. And they had access to intake, exit forms and other forms for the completion of proper forms. This was done a month before they were granted HMIS process. No paper forms have been completed. FLC tapped out and outreach is moving</p>	
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	<p>forward with PITC and at the time have no capacity for assistance and mentoring.          Chris – having bi-weekly meetings requested numbers but have had no response. Working with people leaving the non-congregate shelters and the shelter programs. Has had some negative issues and challenges and has not been addressed by PV.</p> <p>Three steps as of today:          Email from Alison</p> <p>Communication to Cathy Betts (Brandee) reach out and reinforce expectations for PY.</p> <p>Organizations who have available staff to send to PV for mentoring and assistance to complete intakes/consent forms. Maybe from Brandee (HOPE), Paul (NP) and Sue (KHAKO).</p> <p>Giving them until 1/8/24 for improvements and responses</p> <p><b>Special NOFO Update</b></p> <p><b>Homeless Point in Time Count 2024</b>          Team working on PIT database changes up and running – going through final testing. Forms are being finalized and sent to leads.</p> <p>On schedule, county training set up for next week.          Hawaii Island: 1/10/2024 Wed 9-11a &amp; 1/12/2024 Fri 1-3p          Maui County: 1/11/24 Thurs 9-11am          Kauai County: 1/11/2024 Thurs 1-3pm</p> <p><b>HI changes platform (Paul)</b>          Mostly hard copies data collection and then put into the HMIS database. Proposed option can be changed or can use other platforms. May change significantly, KMNH may need to purchase a system, would be for the entire BTG not just for HI. No changes</p>	<p>Motion by Paul          Second by Sue          Motion carried</p>
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	<p>for this PITC but we can vote and make changes by March/April BOD meeting. Then can move forward for 2025.</p> <p>Brandee – when can we do research for this in March or April. A CoC wide change.</p> <p>Advantages        Move us away from hard copy surveys in the field. Enter directly into PITC module – iPad, work offline through an application and when online can upload data.</p> <p>Currently still can use iPad but it doesn't save and requires internet connection.</p> <p>Sharon – Hawaii County has a system that doesn't require internet access, can they use it for PITC?</p> <p>Carlos' response is the earliest to do this will be 2025. We will be willing to add this to agenda for March/April BTG meeting. Which committee will this be in, Data Committee makes the most sense, Maude agrees. Need to do testing and training to make sure system works.</p> <p>Explore options, cost, bring back to board to consider:</p>	<p>Maude motions to accept        Chris seconds        Motion carries</p>
10:10am	<p><b>Statewide Office of Homelessness &amp; Housing Solutions</b>        James announced he will be stepping down as the Governor's Coordinator on Homelessness        John Mizuno will be the new Coordinator, James is working with him and spending time with him to update him on what the office has been doing.</p>	James Koshiba



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	<p>Kauhale initiative – RFP coming out for community based Kauhale Lindsey Pacheco is the lead on this</p> <p>Projects under the emergency proclamation Lindsey Pacheco is the lead</p> <p>Ohana zones will continue, monies need to be encumbered by June 30, 2024. Make maximum use of Ohana zones, some flexibility around HUD’s standards. Recommend prioritizing a strong housing placement.</p> <p>James will be around as a resource james.koshiba @gmail.com</p> <p>Sharon thanks James for guidance and support.</p>	
10:30am	<p><b>County Updates</b></p> <ol style="list-style-type: none"> <li>1. Hawaii County: Community Alliance Partners        Voting for        Funds from County capacity released, engaged training with Ian, virtual and in person training.</li> <li>2. Kauai County: Kauai Community Alliance        In early stages of negotiating to secure CES units in the Counties newest project on the west side of Kauai county. CoC was approached -20 units for CES referrals.        Resource fair in December, no elections this year, no Secretary (March or April)</li> <li>3. Maui County: Maui Homeless Alliance        St Vincent de Paul RFP due 1/5/24        Chris has been appointed to Mayor’s RSF, time being juggled between Homeless office and RSF.        Revised homeless strategic plan from Echo Northwest, new timeline and deliverables. Plan to get out here Jan-Feb, coming out twice.</li> </ol>	<p>BTG Local Chapters        Leadership        Paul Normann        Dr Kelly        Makana Kamibayashi</p>



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11:00am	<b>Next Steps &amp; Adjourn</b> <ul style="list-style-type: none"><li>• Next Mtg Scheduled for February 7 from 9am</li></ul>	Brandee Menino, BTG Chair Adjourn 10:54am
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