

BRIDGING THE GAP

The Hawaii Neighboring Islands' Continuum of Care (Hawaii, Kauai, Maui)

Board of Directors Meeting Minutes

Nov 3rd, 2021 – 9am-12pm

Meeting ID: 422 792 008

Passcode: 2887

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| Hawai'i County: | <ol style="list-style-type: none"> 1 Brandee Menino, Hope Services Hawaii (BTG Advisory, Chapter Co-Chair) 2 Paul Normann, Neighborhood Place of Puna (BTG Vice-Chair, Chapter Co-Chair) 3 Sharon Hirota, Hawaii County Rep |
| Kaua'i County: | <ol style="list-style-type: none"> 4 Makana Kamibayashi, Family Life Center (BTG Secretary, Chapter Vice-Chair) 5 Melody Lopez, Catholic Charities Hawaii (Chapter Chair) 6 Ashton Varner, Kauai County Rep |
| Maui County: | <ol style="list-style-type: none"> 7 Maude Cumming, Family Life Center (BTG Chair, Chapter Vice-Chair) 8 Thelma Akita-Kealoha, Catholic Charities Hawaii (BTG Secretary, Chapter Chair) 9 David Nakama, Maui County Rep |
| HMIS Lead / Collaborative Applicant: | <p>Carlos Peraro, Ka Mana O Na Helu
 Alison Hinazumi, Ka Mana O Na Helu</p> |
| Guests: | <p>Scott Morishige, (GCH)Governor's Coordinator on Homelessness
 Kurt Schmidt (KHAKO-Maui)
 Elizabeth Murph (CCH-Big Island)
 Dr. Ashley Kelly (FLC-Maui)
 Mary Nakooka (KHAKO-Maui)
 Monique Ibarra
 Mary Nakaooka</p> |

Members Present: 9 of 10

Recorder: Thelma Akita-Kealoha

Agenda Topic	Discussion	Outcome/ Action
Meeting Date	<p>Wednesday 11/3/2021 via Zoom, 9am-12pm Site: https://us02web.zoom.us/j/422792008 Meeting ID: 422 792 008</p>	
Welcome & Housekeeping	<p>1. Introductions: BTG Chair Maude Cumming conducted roll call and having determined quorum was met, called the meeting to order at 9:04 am. Please sign in on the chat. Attendees introduced themselves for the record.</p> <p>2. Review and approve BTG Meeting Minutes of 10/6/2021 with revisions. <i>(Minutes emailed to the group 11/2/21 for review)</i></p>	<p>1. Quorum Met, Meeting Called to Order @ 9:04am</p> <p>2. Approval of 10/6/21 BTG Meeting Minutes Motion: Makana 2nd: Brandee Vote: 10/6/21 BTG Minutes Approved with Revisions</p>

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<p>Governor’s Coordinator (GCH), Scott Morishige</p>	<ul style="list-style-type: none"> • Mental housing presentation has been recording relating to LL engagement. • Working on getting landlord interviews (Hawaii Island, looking for other county involvement. 2021 Statewide conference coming up. Please register, there will be 14 different panels. 	
<p>Advocacy & Awareness Committee</p>	<p>Brandee M: Preparing a statement, doing a draft PowerPoint with data points, same as last year and updating information</p> <p>Will loop back to each chapter.</p> <p>Question: What do we want to ask for? Hawaii Island: Looking to support the following recommendations:</p> <ul style="list-style-type: none"> • Rental income discrimination, LL can designate no Section 8/HOPE is collecting data on Ohana Zone successes • Support programs without funding or funding is coming to an end: <ul style="list-style-type: none"> • State Housing First • LEAD • Minimum wage • Ohana Zones • Next meeting we need to map out what our local State Legislators are on which committees (especially those on our islands) <p>Need volunteers for the Advocacy Committee on Maui and Kauai</p>	
<p>CES Oversight & HMIS</p>	<p>Carlos Peraro HMIS Reports</p> <ul style="list-style-type: none"> • Monthly reports are on schedule • HMIS reports updated to meet 2022 standards (data) • Not a lot of changes but completed, one includes PSH project, please check (gender change) • Maude Question: Is there capacity in the system in terms of “size,” can we upload all docs to HMIS for PSH and move to other projects? HMIS can be a depository for all programs, files, and docs. Very convenient. • Would this be for all programs, state funded, get all programs in the same place? Mostly State and Federal funded, County RAP – Maui? • Brandee Question: Can we look at all the data being collected, do we really need all that data? What does the State/legislature really need (HPO – enrollment, exit information)? HUD data standard required and can’t be changed, look at this for a future BTG board discussion, can be updated to be more relevant. • New Outreach encounter, finished the beta testing, went well. 	

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<p>KMNH – Alison Hinazumi & Carlos Peraro</p>	<p>HUD EHV (Emergency Housing Vouchers)</p> <ul style="list-style-type: none">• Moving on track• Maui fully converted and housed people, Meeting for Maui to prep for folks on the BNL (requested by Monique)• Complete EHV form and send forward <p>COC Programs</p> <ul style="list-style-type: none">• Expenditure report received from HUD yesterday <p>Working on expenditure report out by next week.</p> <p>ESG CV Updates</p> <ul style="list-style-type: none">• We met the 20% threshold expenditure deadline (9/30/21) 28% spent• Submitted quarterly reports• Next deadline is on March 31, 2022, need to be spent at 80%• Carlos A: About 50-55% projection will be spent by Feb-March, \$2.5m short of where we'd need to be.• HUD has not said WHAT will happen if we don't meet the 80%, will likely ask for a plan, no guidance yet on recapturing funds• Nationwide there are other communities also struggling to spend down funds, some do have other projects that may use large chunks of funding <p>NOFO</p> <ul style="list-style-type: none">• App renewal due 10/14/21• Home stretch, finishing the narrative, expect completion by next week. Finalizing the ranking – will be on BTG website• HUD deadline is 11/16/21, will be submitted by 11/15/21, have hit all deadlines and completing the ranking and narrative• 11/12/21 consolidation, ranking will be on the BTG website• Sharon Question: Would there be extra points for agreements in place? For future NOFOs can we work on MOUs to get those in place? Chapters can look over the NOFO to see what's missing, read questions and check what chapters can do? Make notes, keep a short summary on this and send to Carlos. We can keep track of this throughout the year.• Brandee: After completion we can have a word doc to show areas and organize tasks between the chapters for the upcoming year. We can focus on specific sections that need strengthening.• Maude: By Feb 2022 BTG meeting, post NOFO, read through so we can discuss and parcel out pieces to complete and work on• Hawaii Island – Admin, CES• Kauai – full participation DV• DOE MOU – not the final agreement (a baseline to solidify what is in place and help with points for NOFO)• Trying to get this approved and signed for submittal but need BTG approval for this• KNMH will follow up with the DOE through Toby	<p>Motion to accept DOE MOU, Moved by:</p>
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	<p>PITC</p> <p>Have everything and moving forward with building the data collection for January</p> <p>Still need to schedule training probably virtual</p> <p>GIS-looking at working out the format for that not finalized yet</p> <p>Doing something remotely in the field, is that what CoC or Hybrid approach (mobile)</p> <p>Hard copies with areas that may not have internet access</p> <p>Allowing professional outreach staff and personnel to use mobile and volunteers to do paper (do we have this capability) – have the functionality and need to test this (depends on length of survey, tablet vs phone due to length)</p> <p>1 to build it</p> <p>2 to test it, functionality has been tested and will work</p> <p>Will reach out to outreach teams before the next board meeting</p> <p>Training dates: week of Jan 10th (2 hours)</p> <p>Hawaii Island: Wed 1/12/22, 10-12 (lead – HOPE SVCs)</p> <p>Kauai: Thurs 1/13 10-12 (Lead – FLC)</p> <p>Maui: Tues 1/11/22 10-12 (Lead FLC)</p> <p>Monday 1/10 technical training 10-12 (iPads, tablets, surface)</p> <p>Training for devices early January to assure everything is addressed in training. Need assistance with testing from some of the providers. For already established outreach teams. Training will be decided at the next board meeting, how many teams, people, may be one for Maui/Kauai and one for Hawaii Island. KMNH will be in touch for this. Cell phones aren't advised but iPads, tablets.</p> <p>Challenges/frustrations? Surface pros and iPads-Hope services has and FLC. KNMH is requesting folks take these out to test coverage</p> <p>Q – Data collection and upload is done at the time or the end of the week. To help people to see where areas are completed and what areas need coverage</p> <p>A – The surveys do their own tracking to see about duplications, check HMIS database and see who is enrolled in outreach. Cross check data for missing encounters and checking areas that are being covered and check to see how many are getting covered from each area. Will request data sheets on a daily basis to upload each day. Rigorous cleaning process for duplication and incomplete data. (Kauai) Set up zone coverage and has a lead for that zone, they will schedule coverage for that area. Will cross reference for HMIS data report to see who they are missing. They can keep track of duplications and prevent entering the duplicate data.</p> <p>Goals of BTG to show HUD the information in HMIS is timely and accurate and can be depended on to give a good reflection to what is happening in the community. Not old data but updated and reflected in PITC and HMIS.</p>	<p>Brandee, Second: Makana, unanimous, motion carries</p>
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	<p>Stress to outreach staff that PITC takes precedent over other services for that week.</p> <p>Hawaii – limiting teams to three, team of three will remain the same people to minimize COVID spread. Have about a dozen volunteers and a lot of program folks to assist with count.</p> <p>Maui – volunteers – 75% most come in without a name, and incomplete/duplication, more accurate to use seasoned outreach workers.</p>	
<p>Island Chapter Activities</p>	<p>Hawaii Island</p> <ul style="list-style-type: none"> • Started homeless awareness month social media activities • Nov 7, will have Legislative breakfast with local legislatures, budget item to take action for homelessness • Access Point Approval for Akua Treatment Center • Vote to approve Akua Treatment Facility access to HMIS • Formal structure for vetting folks who want to become access points and how do we monitor their performance. • Drafting some language to be used for future. • Maude: Agree and would like to incorporate those standards to BTG as well. <p>Kauai Island</p> <ul style="list-style-type: none"> • National Hunger Homelessness Awareness Week • Salvation Army – having t-shirts with a logo for Kauai community alliance • Getting people ready for PITC • Encouraging folks to attend conference • 16-17 attending Housing Connect at Salvation Army • Homeless community being offered a lot of HUD and housing assistance • Placing people and getting vouchers out • 120 vouchers <p>More project based vouchers coming down the line Different vouchers, some have longer assistance 2yr and 9yr some folks have had option for all choices, voucher process takes more time (explain to clients about which voucher assistance – time consuming and work for staff) help clients make the best decision</p> <p>Maui Island</p> <ul style="list-style-type: none"> • HHAW in November Mayor Proclamation & Maui County Council Resolution • Working on increasing membership • HHFDC attended last meeting and did a presentation on HOME funds – good discussion 	
<p>Next Steps and Adjourn</p>		<p style="text-align: right;">Adjourn 10:48am</p>

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Next Meeting	Next BTG meeting, Wednesday, 12/1/21 9am-12pm via zoom.	
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