



**The Hawaii Neighboring Islands' Continuum of Care (Hawaii, Kauai, Maui)**  
**Board of Directors Meeting Minutes**  
**December 6, 2023 from 9 am-12**  
 Join Zoom Meeting  
<https://us02web.zoom.us/j/84772434010>  
 Meeting ID: 847 7243 4010

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) Crystal Caday-Bargayo (Chapter Treasurer) left @ 10:03am <i>sub for Mia Carroll (Chapter Vice-Chair)</i> Farrah Aquino (Kauai County Rep)
Maui County:	7 8 9	Maude Cumming (BTG Past Chair) Dr. Ashley Kelly (Chapter Vice-Chair) Chris Kish (Maui County Rep)
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>• Sarielyn Curtis (OHHS for GCH)</li> <li>• Vanessa Khachik (OHHS for GCH)</li> </ul> <p style="text-align: center;">Members Present: 9 of 10 @ 9:08am</p> <p style="text-align: right;">Recorders: Dr. Ashley Kelly Maude Cumming Makana Kamibayashi</p>

Agenda Topic	Discussion	Outcome/Action
<b>Meeting Date</b>	Wednesday December 6, 2023 via zoom, 9:00am – 11am Site: <a href="https://us02web.zoom.us/j/84772434010">https://us02web.zoom.us/j/84772434010</a> Meeting ID: Meeting ID: 847 7243 4010 Meeting called to order @ 9:03am by BTG Chair, Brandee Menino.	Called to Order @ 9:03am
<b>Establish Quorum</b>	Roll call conducted - 9 out of 10 members present. <i>Absent: Thelma Akita-Kealoha (MHA Chapter Chair)</i>	<b>Quorum Met (9 of 10 members)</b>
<b>Welcome &amp; Housekeeping</b>	1. Review and Approve Minutes <ol style="list-style-type: none"> <li>a. Approve July 5<sup>th</sup>, 2023, Board Meeting Minutes compare July to August for changes to document               <ul style="list-style-type: none"> <li>•No Revisions</li> </ul> </li> <li>b. Approve October 4, 2023, Board Meeting Minutes               <ul style="list-style-type: none"> <li>•Revision: Chris Kish (Maui County Rep) in attendance on</li> </ul> </li> </ol>	<b>Approve 7/5/2023 BTG Board Mtg Minutes</b> Motion: Maude C. 2 <sup>nd</sup> : Sharon H. <b>Vote: APPROVED</b>  <b>Approve 10/4/2023 BTG Board Mtg Minutes</b>

	<p>10/4/23.</p> <ul style="list-style-type: none"> <li>c. Approve November 1, 2023, Board Meeting Minutes <ul style="list-style-type: none"> <li>•No Revisions</li> </ul> </li> <li>d. KMNH needs Feb, May, and June finalized minutes to post to BTG website</li> </ul> <p>2. Congratulations Neighborhood Place of Puna and Ka Mana O Na Helu on their Day 1 Families Fund Leadership Awards</p>	<p>Motion: Maude C. 2<sup>nd</sup>: Chris K. <b>Vote: APPROVED</b></p> <p><b>Approve 11/1/2023 BTG Board Mtg Minutes</b> Motion: Maude C. 2<sup>nd</sup>: Paul N. <b>Vote: APPROVED</b></p>
<p><b>Homeless Programs Office (HPO) Update: Harold Brackeen III</b></p>	<ul style="list-style-type: none"> <li>• HPO procured a contractor to assist with data migration into their system to generate reports for providers.</li> <li>• Implemented a CQI process to re-evaluate the performance measurements for programs.</li> <li>• Proposing a request for permission for HPO to build reports directly into HMIS database rather than building in HPO’s database. <ul style="list-style-type: none"> <li>○ This provides provider access to pull their own reports in real time.</li> <li>○ The following 5 reports are requested: <ul style="list-style-type: none"> <li>▪ HPO activity reports for each program.</li> <li>▪ HPO demographic report - similar to “key findings” report but more comprehensive. This will satisfy requests from legislators and governor.</li> <li>▪ Shelter vacancy report - this report is available to not only shelter providers but also to outreach teams so they can see vacancy in real time.</li> <li>▪ Shelter ban report- although no known bans exist on neighbor islands, we would like to create that functionality so providers can be made aware should dangerous situations arise.</li> <li>▪ Language access report - to provide interpreter services ensuring everyone understands p&amp;ps, services, and everything they receive in their own language. We would like this report to be pulled twice a year. HPO could just pull this report directly. That summarizes the five reports HPO is requesting. <ul style="list-style-type: none"> <li>○ HPO has also been in conversation with PIC-Laura Thielen, she is in support. They are also looking at building these reports in PICs system.</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><b>Q &amp; A:</b></p> <ul style="list-style-type: none"> <li>• Maude asked- we need some sort of action to allow this?</li> <li>• Harold, we do have an existing data agreement in place, but we would like to have these reports available in real time.</li> <li>• Maude- in favor of this- it is essential providers have direct access as we use it all the time for activities outside of HPO programs as well as grant writing.</li> <li>• Brandee- The pervious reporting structure was really challenging, so any improvement like this would be greatly appreciated.</li> <li>• Harold- apologies- we acknowledge how important it is for you</li> </ul>	<p><b>Approve HPO’s request to have reports built into BTG’s HMIS to include HPO Activity, HPO Demographic, Shelter Vacancy, Shelter Banned and Language Access Reports.</b></p> <p>Motion: Maude C. 2<sup>nd</sup>: Dr. Kelly <b>Vote: APPROVED</b></p>

to have direct access to these reports. If we can take a vote, we have formal authorization to move forward with this. The contractor would be Carlos as an independent contractor, not through KMNH.

- Maude: Question- what about the information we get from the other reports, “key findings.” Harold, that is the HPO demographic report- we didn’t want to call it ‘Key findings’ because it was purchased by HCF.
- Brandee- does the activities report include the PMO’s? Harold, yes, and they will be individualized by provider rather than by a system performance.
- Brandee- what about that data request that was just made by the legislature? Harold- we want to start with these 5 reports, then we are going to look at all the data requests from legislatures, governor, things like housing first. We will take this list and build another annual report to build that out. One of these reports is the housing first reports, another is the veterans report, the DHS FAQs document, and other KPIs that we report on a regular basis every fall. We want to make sure we have the data for those reports- and that they are also available to you all so you can run the reports if you need to.

#### **RUSH funds**

- Harold- we received the HUD grant; we are executing 2 contracts- one with KMNH for data management the other is with CCH to have a state-wide availability of those funds. Not only for people on Maui affected but also for those who moved off of Maui to other islands but still need help. These funds are for those who meet eligibility by ESG standards. We have to author all the details CCH needs to administer these funds. It is very challenging because of the duplication of services. Households cannot have applied for other funds. If they did, we are unable to assist, even if they are still waiting for a response. We can only assist if they have not applied or if they were denied. It is 1.3 million dollars. The target is to serve 12 RRH, 6 for prevention.

#### **Q & A:**

- Maude when will this funding be available? Harold- Hoping in the next few weeks.
- Sarielyn- Is one of the requirements that they were affected by the fires- hearing that it is offered statewide. Harold- Yes, they must be affected by the fires. Sarielyn- the target is families only? Harold, no this is for individuals and families. The priority is for families, but we can also serve individuals.
- Maude- FLC has hired DCMs through the DHS contract- it’s been so hard to keep up with what the resources are. It helps if we can find out what is available, it is so much more helpful for us to provide these services. There are so many different guidelines, and the funding is changing.
- Harold- Yes, that is one of the major challenges we’ve had with this- just understanding all the resources available. I am not

	<p>exactly sure where HUD Rush fits in, because if HUD Rush cannot provide the assistance, perhaps it should support the DCM so that there is no frustration with the duplication of services. If so, many support resources are available, perhaps it would be better to provide services that are not already offered.</p>	
<p><b>Committee Report Updates</b></p>	<p><b>Committee Report Updates</b></p> <ol style="list-style-type: none"> <li>1. Governance/Executive (Brandee) <ul style="list-style-type: none"> <li>• Wrap up of the HHC in Oahu- this year PIC had a Weinberg grant to bring people with lived experience. It had a nice turn out.</li> </ul> </li> <li>2. Advocacy/Awareness (Paul) <ul style="list-style-type: none"> <li>• January 17 is opening day for the legislature.</li> <li>• Brandee and Dr. Kelly attended a meeting with the representatives.</li> <li>• Harold- it was awesome to see the slides and the consistency. The presentation was well done BTG.</li> <li>• Mahalo to Carlos-KMNH for making this data available.</li> </ul> </li> <li>3. CES Oversight Committee (Makana) <ul style="list-style-type: none"> <li>• No update at this time</li> </ul> </li> <li>4. HMIS/Data (Maude) <ul style="list-style-type: none"> <li>• HUD released new data standards 10/1/23. I believe KMNH addressed them all and made sure the appropriate changes were implemented.</li> </ul> </li> <li>5. CoC Planning (Vacant)</li> </ol>	
<p><b>Collaborative Applicant &amp; HMIS Administrator</b></p>	<p><b>Collaborative Applicant &amp; HMIS Administrator</b></p> <ol style="list-style-type: none"> <li>1. Special NOFO Update <p>Received confirmation that the SNOFO special projects are executed. Need to know if the outreach and PSH acquisition grant agreements were executed. Believe it was executed 12/1. The acquisition is still waiting on DC- but looking to see if it has a conflict because it is owned by the church.</p> <p>Upcoming HUD webinar next Wednesday at 10am. The first quarter report for projects is due January 30<sup>th</sup>. This training will go over what is required for the reporting.</p> </li> <li>2. Project Vision Hawaii <ul style="list-style-type: none"> <li>• PV opened the tent shelter in Maui at the end of September, after lengthy discussion, they were granted HMIS access. KMNH provided PV training and held discussions on the importance of data quality. During the training sessions, a few things came to light. PV not completing the paper enrollment and exit forms prior to access despite being provided with the forms with instruction on how to compete. There have been ongoing discussions on how to get them back on track and compliant as this is already affecting our data quality.</li> </ul> </li> </ol>	<p>Alison Hinazumi &amp; Carlos Peraro, Ka Mana O Na Helu</p> <p>Mtg Break: 10:18am</p> <p>Mtg Resumed: 10:28am</p> <p><b>Request that the HMIS Lead (KMNH) implement a Performance Improvement Plan to PVH requiring changes within 15 days.</b></p> <p>Motion: Paul N. 2<sup>nd</sup>: Maude C.</p> <p><b>Vote: APPROVED</b></p>

- Data that was being input was being entered inaccurately. A user went into HMIS found 3 existing clients and changed their name to someone else instead of enrolling a new person. This happened 3 times, not once. KMNH immediately suspended the user. Gave PV two choices to either have KMNH supervise the data entry or select an entirely new person be selected. PV asked for the person to be retrained and requested an additional user also be added. All we needed to reschedule this training was a new user agreement. PV was also asked for a list of shelter occupants. To date, only 22 of the roughly 200 participants reportedly at the shelter have been entered - but that number isn't certain as we don't have the data, but that was reported to be the number.
- Chris- has had several interactions with PV over the last several weeks. Getting any kind of information about their capacity or headcount has been incredibly challenging. They provide the county with an incomplete headcount each day. The county needs this data so they can share capacity. The numbers the county has been getting has been 145-150ish. Chris met with Joe Campos and Trista Speers - DHS and there has been no change in development. Don't really see how they are going to make any progress in getting people into long-term housing.
- Question: why would someone ever change someone's name in HMIS? Alison- It's not difficult to do in the system, but it is sloppy data entry- you literally must delete the name and retype the name. Duplicates were created. Carlos- It is starting to become a mess. It is something we review in training. It is so rare to ever happen - it's alarming. These are turning into very large issues. There are timeliness issues- if they have 150 people in and they have only entered 22 individuals. Another issue is the non-responsiveness to numerous emails and requests to schedule additional training. We have emailed users, program managers, etc. and not received any response. We're bringing this to the board for discussion and guidance on next steps.
- Chris: Has any of this information been shared with DHS like Trista and Joe? Alison- Traditionally we will handle things at a local level first, but we have never had an organization this unresponsive. We are looking to the board to go to the DHS level. We even thought if they had been filling out the paper forms they were given, perhaps BTG or KMNH could help them enter the data- but the paper forms weren't even collected. We have no idea how many people came and left because the data was not collected. We're concerned if we delay, we aren't going to be able to house anyone because no one is even being entered into the system. We need to know how much longer we are going to allow this to carry on.
- Chris: Can we issue a warning letter or something to Cathy Betts. Paul: Suggesting a PIP with a short timeline. Alison: This is a big deal- this is a new project and if we don't get this on track quickly, we are going to be in trouble without an

	<p>ability to recover the data.</p> <ul style="list-style-type: none"> <li>• Paul: Motion for a PIP with changes implemented within 15 days. Details at the discretion of the board. Maude second the motion. Motion passed unanimously.</li> <li>• Chris: Those that are leaving the tent city are camping out at the adjacent A&amp;B properties- police with A&amp;B are going around and cleaning up.</li> </ul> <p>3. Homeless Point in Time Count 2024</p> <p>Web-Training dates for each island: week of 1/8/2024</p> <p>Hawaii County: 1/10/2024 Wed 9-11a &amp; 1/12/2024 Fri 1-3p</p> <p>Maui County: 1/11/2024 Thur 9-11a</p> <p>Kauai County: 1/11/2024 Thur 1-3p</p>	
<p><b>Governor’s Office of Homelessness &amp; Housing Solutions</b></p> <p><b>Sarielyn &amp; Vanessa</b></p>	<p>Sarielyn reported.</p> <ul style="list-style-type: none"> <li>• State has plans to construct permanent Kauhale Village at the Puuhonua o Nene site. Unsure of timeline, will follow up with James Koshiba</li> <li>• Maude asked if the GCH’s office has the influence we need to help PHV with their data quality issues?</li> <li>• Sarielyn will speak with James about PV. Current oversight of Puuhonua o Nene shelter is DHS but the permanent Kauhale Village will be overseen by GCH/James Koshiba. The project operator has not yet been established.</li> <li>• Will ask legislature to increase core services budget. Anticipating difficult push given recent expenditures.</li> </ul>	
	<p><b>Next Steps &amp; Adjourn</b></p> <ul style="list-style-type: none"> <li>• Next Mtg Scheduled for January 3rd at 9am</li> <li>• 12/6/2023 BTG Board Meeting Adjourned @ 11:11 am by BTG Chair, Brandee Menino</li> </ul>	<p>Meeting Adjourned @ 11:11am</p>