

# BRIDGING THE GAP

## The Hawaii Neighboring Islands' Continuum of Care (Hawaii, Kauai, Maui) Board of Directors Strategic Meeting Minutes April 17-18, 2023

Hawai'i County:	1 2 3	Brandee Menino, Hope Services Hawaii (BTG Chair, Chapter Co-Chair) Paul Normann, Neighborhood Place of Puna (BTG Vice-Chair, Chapter Co-Chair) Sharon Hirota, Hawaii County Rep
Kaua'i County:	4 5 6	Makana Kamibayashi, Family Life Center (BTG Chair, Chapter Chair) Frederick Constantino, CCH (Chapter Sec) Ashton Varner, Kauai County Rep (Chapter Vice-Chair) 9:51am, attending
Maui County:	7 8 9 10	Maude Cumming, Family Life Center (BTG Past Chair) Thelma Akita-Kealoha, Catholic Charities Hawaii (BTG Co-Secretary, Chapter Chair) Monique Ibarra Co-Sec, 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:  Closed meeting		<ul style="list-style-type: none"> <li>• Members Present: 10 of 10 @ 9:02am</li> </ul> <p style="text-align: center;">Recorder: Thelma Akita-Kealoha and Monique Ibarra</p>

Agenda Topic	Discussion	Outcome/ Action
<b>Meeting Date</b>	Monday 4/17/2023 9:00am-4:15pm Site: <a href="https://us02web.zoom.us/j/84772434010">https://us02web.zoom.us/j/84772434010</a> Meeting Face to Face at LT	
<b>Welcome &amp; Introductions</b>	<ol style="list-style-type: none"> <li>1. <b>Introductions:</b></li> <li>2. <b>Housekeeping</b></li> </ol>	
<b>Topline and County report</b>	<ul style="list-style-type: none"> <li>• PITC editing review – report emailed by Carlos, final approved and can be reproduced</li> <li>• One change for Hawaii Island</li> <li>• BTG Topline report – overview by Brandee and each County report added to document (Sharon finalizing Hawaii Island edits). Final version to Carlos and uploaded to website</li> <li>• Media kits printed plus 5 – no press RSVP'd</li> <li>• Makana welcoming and introducing Brandee who will give the overall results and collective actions and island chapters/point person</li> <li>• Kauai will report first - Makana</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Maui- Maude</li> <li>• Hawaii Island - Paul</li> </ul>	
<p><b>SWOT</b></p>	<p>Governance Charter Review By-laws, Mission, Purpose – what we are doing as a CoC HUD Mandated/24 CFR Part 5,6,7,8</p> <ul style="list-style-type: none"> <li>• Question – ESG, pg 1, 6,7 &amp; 2</li> <li>• Lived Experience</li> <li>• Core Functions of CoC:</li> <li>• Review of Operating the CoC:</li> <li>• Designating and operating HMIS</li> <li>• Recipients/non-recipients (?)</li> <li>• COC Planning:</li> <li>• #3 – gaps</li> <li>• COMP Plan – work with Harold until switches over to counties and money is spent down – July 2004</li> <li>• \$ - may not be off the table in the future for the counties</li> <li>• Advocacy in July – visiting Sen. Brian Shatz office</li> <li>• Prepare Application for Funds – NOFO:</li> <li>• What about Special NOFO – who is designated to do this/how do we get this accomplished – broadened</li> <li>• Determine how many applications get submitted – strike more than one application to one consolidated application</li> <li>• Typo – CoC not COE</li> <li>• Are we doing the core functions:</li> <li>• Capacity to accomplish tasks</li> <li>• What HUD mandates</li> <li>• What meets the needs of the CoC Chapters – what's working and what's not working? Have the conversation with local chapters – local CoCs (Kauai – capacity - example). Who is applying, how to apply, manage, not re-applying (collective themes). Communication – improve</li> </ul> <p>Group Exercise: Strengths/Weakness Opportunities/Threats</p> <ul style="list-style-type: none"> <li>• Selection of top priorities for W/O/T</li> <li>• Advocacy Leadership (Gov Liaison, Coordinator on Homelessness – check with James on website/update)</li> <li>• Capacity/Misinformation:</li> <li>• Staffing</li> <li>• Roles</li> <li>• Opportunities:</li> </ul>	<p>10 minute break</p>

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	<ul style="list-style-type: none"> <li>• Build relationship with CC</li> <li>• PIC</li> <li>• BYG the go to source for homeless services</li> <li>•</li> </ul> <p>Threats:</p> <ul style="list-style-type: none"> <li>• Staffing pay – cost of living</li> <li>• High level training</li> <li>• Lack of funding to pay industry standards</li> <li>• On HUD language on the CFR –HUD – required for HUD programs (CoC Governance Charter)</li> <li>• How do we achieve these things – HUD mandates</li> </ul> <p>On sticky notes BTG Initiatives: (added to Governance after application for funds)</p> <ul style="list-style-type: none"> <li>• Capacity Building</li> <li>• Training, support to carry out CoC work</li> <li>• Awareness/information</li> <li>• Go to source</li> </ul> <p>Need to word smith document and assign tasks</p>	
<p><b>Mission/Vision</b></p>	<p>Mission Statement (changes to):</p> <ul style="list-style-type: none"> <li>• End vs reduction, keep as end</li> <li>• Add to prevent and end homelessness – both mission and purpose</li> <li>• HMIS Assessment – strategize and organize</li> <li>• Add questions to PITC questionnaire</li> <li>• Agents for change - remove</li> </ul>	<p>Motion: Monique, 2<sup>nd</sup> – Maude, motion passes</p>

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<p><b>KMNH-Ka Mana O Na Helu</b></p> <p><b>Lunch</b></p> <p><b>Goals for BTG Continuum</b></p> <p><b>Strategy Development</b></p>	<p>Special NOFO:</p> <ul style="list-style-type: none"> <li>• Hud announced another \$100,000</li> <li>• Total \$3.3 million</li> <li>• Capacity for Maui</li> </ul> <p>CSH/Weinberg Foundation High performing CoCs s/consultant capacity Components/characteristics for CoC that work, Coc roles, unified funding agency (UFA), HMIS lead agency, collaborative applicant, building capacity, CoC 101, high performing communities – each CoC will strive towards it 5 levels: (agenda) Mean length of homelessness less than 29 days Reduce recidivism Serve families and youth cat 3 Comprehensive plan for all geographies in the CoC System performance measures Housing inventory count</p> <p>Short/long term goals: SMART Goals:</p> <p>Kauai NOFO info sessions Website/landing page for Info, links Training current HMIS participants CES training Feedback or Exec team for membership and guest Long Increase community involvements</p> <p>Maui Educate CC regarding BTG offer solution – prevent/end homelessness  Incentivize LL/ - housing base capacity</p> <p>Hawaii Island/BTG Short term</p>	
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	<p>Long-term Process completed and new ideas to try moving forward Steps: ID who is responsible</p> <p>Website: Kauai started the process Hawaii has a one page in existence and needs updating Maui has hired a business to update current website and Dr. Kelly will update HMIS has the BTG website and maintain it with links to each chapter CoC</p> <p>Capacity Building/Training: Create and maintain website Secure funding Hire consultant Planning for cost/budget- can we hire the same business (Maui to share information) Specific and measurable</p> <p>Goal 1: Become go to source for homeless resource information</p> <ul style="list-style-type: none"> <li>• Branding/awareness - logo social media platform</li> <li>• Website</li> <li>• Digital OR outreach plan – meeting CC, Mayor – on going</li> </ul> <p>Will - Improve awareness, educate and create partners/champion and information –develop website with each specific chapter and explore same website builder/vendor Kauai – Ashton Maui – Monique Hawaii – Paul</p> <p>Goal 2: To be a high performing CoC:</p> <ul style="list-style-type: none"> <li>• Capacity building</li> <li>• Strategy</li> <li>• CES training/CoC 101</li> </ul> <p>PSH/ES toolkit and training</p>	<p>Sharon sharing notes</p>
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<p><b>Resource Allocation</b></p> <p><b>Action Plan</b></p> <p><b>BTG Structure</b></p>	<p>Educate HMIS/CES participants Consultant/partner for this Resource – who is willing to help, secure funding, secure staff Incentivize LL/Property owners/developers with tax breaks, ec. NOFO</p> <p>Explore/update the Logo for each chapter, currently Hawaii Island and Kauai has a logo, Maui does not. Maude has samples of logos that tie BTG, MHA, CoC chapters</p> <p>PIC Capacity: \$2 mil (?) 5 HMIS 5 CES – open entire CES process – HUD monitoring: addition of another level of scrutiny 3 CV EH 2 CV Hsg Now 4 LL engagement 2 financial 1 ED</p> <p>Goal 3:  Organization Structure Explore non-profit, sub-contract</p> <p>Who will undertake responsibility:</p> <p>Pg 3: How do we want to organize ourselves Must keep all of HUD requirements/work committees</p> <ul style="list-style-type: none"> <li>• Standing committees</li> <li>• Ad Hoc committees as needed (BTG Special Committees)</li> <li>• Planning Committees</li> </ul> <p>CoC required:</p> <ul style="list-style-type: none"> <li>• Gap Analysis</li> <li>• Data/HMIS (required by HUD) Committee – working with HMIS Lead – currently Carlos is the Data Chair</li> <li>• Planning</li> <li>• PITC</li> </ul>	
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	<p>PDF format/Word document available Take out references to PIC now that we aren't affiliated</p> <p>Next Steps:</p> <ul style="list-style-type: none"><li>Alison go through all the HUD required tasks and what can KMNH do and what can we task out</li></ul> <p><b>Committees:</b></p> <p><b>1. Advocacy (existing) Paul</b></p> <ul style="list-style-type: none"><li>Building capacity of CoC leadership</li><li>Building capacity of CoC members – education and training</li><li>Separate (?) on charter</li><li>A. Awareness – operating ½ (Monique)</li></ul> <p>Goal #1 Building capacity Lived experience</p> <ul style="list-style-type: none"><li>Goal 2 (HUD required #1-2)</li><li>Finding resources</li></ul> <p><b>2. HMIS (pg 2 #1-5)/Data (existing) Maude</b></p> <p>BTG goal #3</p> <ul style="list-style-type: none"><li>Design/operate in HMIS</li><li>Operating CoC #5 HMIS requirement</li><li>Consulting with recipient's (#6)</li><li>Report to HUD (operating #7)-HMIS Data (Maude)</li><li>Monitoring and evaluating activities (#7)</li></ul> <p><b>3. CoC Planning (pg 2 – last two items - existing) Frederick/Sharon G</b></p> <ul style="list-style-type: none"><li>CoC Planning 5 functions on pg 2</li><li>Prepare application funding 5 functions on pg 2</li></ul> <p><b>4. Governance Committee (Exec Committee)</b></p> <ul style="list-style-type: none"><li>Operate CoC (3,4,5,6,9)</li><li>Update Governance</li><li>Securing/Finding Resources</li></ul> <p><b>5. CES Oversight Makana</b></p> <ul style="list-style-type: none"><li>Anything related to CES</li><li>Consultation with CoC #8 (top of pg 2) - add to charter</li></ul>	
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	<p>Clean up description of committee Put this out to local chapters for committee members</p>	
<b>Next Steps</b>	<p>KMNH what they can/cannot do (gap analysis): Collaborative applicant:</p> <p>Pg 1 6,7, Pg 2 8,9,</p>	



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	<p>Compliance with HUD requirement Data standards CoC planning Gap analysis #3 State #5 NOFO - application funds Resources – Special NOFO, unsure what kind of resources will be needed until information around that comes out Prepare application for funding – RFP, application, submitting application (#1-5) chapters responsible for building capacity Pg 3: Pg 5: Pg 6: Disseminating information, minutes, agendas, data reports, links on website Pg 8: HMIS/data Need updated Design CES Planning Pg 9: Collaborative applicant PITC – documents, survey HMIS lead Pg 10 Outdated MOA, needs updating was built around the statewide CES Check in with the state - ESG for MOA</p> <p><b>Governance charter removal:</b> Think about time/resource that we need For awareness, advocacy, things not covered (ask Weinberg, PIC) - map out wish list, staffing, capacity</p> <p>Future meetings/General membership mtgs: 2 meetings for full membership – July/Nov Need quorum – 51%</p> <p>In person meeting – Maui/August 2 9-4pm Zoom capabilities</p> <p>Next Steps: Clean up governance charter by next meeting May 3, 2023 Upload on google docs complete revisions by May 1, 2023 May 3 of CES oversight meeting date Set meetings for complete descriptions for upcoming whole membership meetings</p>	
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	Maude policies HMIS CES	
<b>Adjournment:</b>	Meeting adjourned @ 3pm	Adjourn 3pm
<b>Next Meeting:</b>	Next BTG Meeting, <ul style="list-style-type: none"><li>• Wednesday, 5/3/2023</li><li>• 9am-12pm, via zoom</li></ul>	