

Bridging The Gap (BTG)

Meeting Minutes

<u>Type of Meeting:</u> <input type="checkbox"/> General Meeting <input type="checkbox"/> Executive Committee Meeting <input type="checkbox"/> Planning Committee Meeting <input type="checkbox"/> Data Committee Meeting <input type="checkbox"/> Advocacy Committee Meeting <input type="checkbox"/> Organization Dev/Awareness Meeting <input checked="" type="checkbox"/> Other: BTG BOARD MEETING	<u>Date:</u> 01/09/2015 <u>Convened:</u> 2:10 p.m.	<u>Members Attending:</u> HPO: Lori Tshako, Judy Ishida MAUI COUNTY: Maude Cummings (Chair), Thelma Akita-Kealoha, Jan Shishido KAUAI COUNTY: Sharon Graham (Secretary) Debra De Luis HAWAII COUNTY: Kaloa Robinson (Vice Chair) GUEST: Charlene Robles of Catholic Charities	<u>Location:</u> Haseko Bldg. 6 th Floor Conference Room <u>Presiding:</u> Maude Cumming, Chair
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<u>TOPIC</u>	<u>KEY DISCUSSION POINTS</u>	<u>CONCLUSION/ACTION</u>	<u>RESPONSIBILITY</u>	<u>FOLLOW-UP STATUS</u> (Closed/Open)
Approval of Minutes	<ul style="list-style-type: none"> ▪ Approval of minutes from 10/10/14 	<ul style="list-style-type: none"> ▪ Sharon moved to approve ▪ Debra seconded ▪ Approved to accept minutes as submitted 		Closed
New Business				
Amend Agenda	<ul style="list-style-type: none"> ▪ Chair request to amend agenda to remove some of the details and change item "c" from Coordinated Assessment to Written Standards 	<ul style="list-style-type: none"> ▪ Debra moved to approve ▪ Thelma seconded ▪ Approved to accept amended agenda 		
1. CoC Governance Management				
a1) Agreement between BTG and Collaborative Applicant	<ul style="list-style-type: none"> ▪ HPO will draft an update to agreement already existing, will be electronically transmitted for final review 	<ul style="list-style-type: none"> ▪ Jan moved ▪ Sharon seconded ▪ Motion approved 	HPO	Open
a2) Development of BTG information sheet	<ul style="list-style-type: none"> ▪ Thelma and Debra have sample sheet for their islands. Thelma suggested that they can work together to do a first draft ▪ Motion to have Thelma and Debra work on info sheet to be distributed electronically for consensus from each Chapter, receive comments and finalize. 	<ul style="list-style-type: none"> ▪ Sharon moved ▪ Kaloa seconded ▪ Motion approved 	Thelma & Debra	Open

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a3) DHS Website	<ul style="list-style-type: none"> ▪ BTG items for immediate posting on the DHS website: BTG Agenda, BTG Minutes. Pending approval of documents: BTG Information Sheet, BTG Membership Info and Recruitment ▪ Motion for Agenda and Minutes to be posted on website and for future information sheet, membership info and recruitment to be posted on the DHS website. ▪ BTG can exercise oversight of what is posted, but ultimately the Department's standards will be the final decision driver. 	<ul style="list-style-type: none"> ▪ Sharon moved ▪ Debra seconded ▪ Motion approved 		
a4) Review of the CoC and Agency Agreement (agreement between CoC and recipient agencies)	<ul style="list-style-type: none"> ▪ Draft provided by PIC to be adopted and implemented. MOU between BTG and agency receiving HUD CoC Program funds directly from HUD or indirectly as sub-recipients of HPO. ▪ Motion to adopt the document and change the language ▪ Clarification will go in Policy and Procedure manual and not part of Charter 	<ul style="list-style-type: none"> ▪ Jan moved ▪ Sharon seconded ▪ Motion approved 	HPO & BTG	Open
a5) Code of Conduct / Conflict of Interest	<ul style="list-style-type: none"> ▪ Code of Conduct/Conflict of Interest (CoC/COI) in Charter. Need to amend BTG current charter to include CoC/COI statement. Currently separate in Charter, need to combine. ▪ Suggestion: Have someone volunteer to look at how it can be integrated. Sharon and Jan volunteer to work on integrating CoC/COI into charter. ▪ Use Sample provided by PIC, integrate with current 	<ul style="list-style-type: none"> ▪ Thelma moved ▪ Debra seconded ▪ Motion approved 	Jan and Sharon	Open

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	Charter, and electronically distribute for review.			
a6) BTG adopt consistent format for meeting Agenda and Minutes to be used by all chapters	<ul style="list-style-type: none"> ▪ Reviewed basic format for minutes and agenda from PIC samples. ▪ Motion to adopt the minutes and agenda format, revised for BTG and individual chapters. 	<ul style="list-style-type: none"> ▪ Sharon moved ▪ Thelma seconded ▪ Motion approved 	HPO will send out template	
a7) Establish Consistency for Voting Eligibility	<ul style="list-style-type: none"> ▪ Resolution: Kauai and Maui Counties currently use paid membership to determine voting rights. Members strongly encouraged Hawaii County to explore paid membership as a standard of voting eligibility to create uniformity throughout BTG. 	<ul style="list-style-type: none"> ▪ Debra moved ▪ Kaloa seconded ▪ Motion approved 	Kaloa	Open
b) CoC Performance and Monitoring	<ul style="list-style-type: none"> ▪ BTG sanctions HPO's monitoring tools and processes for CoC programs. HPO will conduct remote monitoring of direct grantees through monitoring of annual performance reports , spend- down rates from HUD financials, and request any HUD monitoring documents tools. HPO is given the authority to obtain documents and signed agreements. 	<ul style="list-style-type: none"> ▪ Jan moved ▪ Debra seconded ▪ Motion approved 	HPO will research HUD's monitoring tools	
c) Establish written standards for assistance (i.e. eligibility for CoC and ESG funded programs in our Continuum)	<ul style="list-style-type: none"> ▪ BTG will continue to develop, review, improve and determine specifics and discuss at next meeting. 	<ul style="list-style-type: none"> ▪ Jan moved ▪ Thelma seconded ▪ Motion approved 		

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2. Consolidated Plan				
a) Needs Assessment is part of developing Con Plan	<ul style="list-style-type: none"> ▪ Each County to send Judy a copy of their Needs Assessment. 	<ul style="list-style-type: none"> ▪ Hawaii County: Kaloa ▪ Maui: Jan ▪ Kauai: Sharon 	Each county rep	Open
3. Point in Time Count	<ul style="list-style-type: none"> ▪ Forms are being updated; HUD has implemented different data standards. ▪ Night: Sunday, January, 25, 2015 	<ul style="list-style-type: none"> ▪ Lori will be coming out to neighbor islands to do training. 	Lori	
4. 2015 Meeting Schedule	<ul style="list-style-type: none"> ▪ January 9 ▪ February 13 ▪ April 10 ▪ June 12 ▪ August 14 ▪ October 9 ▪ December 11 GENERAL MEMBERSHIP MEETING: (Tentatively) <ul style="list-style-type: none"> ▪ May ▪ November 	<ul style="list-style-type: none"> ▪ BTG Meetings held every 2nd Friday of even months. ▪ General Membership Meeting-Lori will follow-up on the DHS meeting room availability. 	Lori	Open
MOTION	<ul style="list-style-type: none"> ▪ Motion to add Election of Officers to Agenda 	<ul style="list-style-type: none"> ▪ Sharon moved ▪ Jan seconded ▪ Motion approved 		
5. Elections of Officers	<ul style="list-style-type: none"> ▪ Terms effective: January 1, 2015 ▪ Chair: Maude Cumming, Maui County ▪ Vice-Chair: Kaloa Robinson, Hawaii County ▪ Secretary: Sharon Graham, Kauai County 	<ul style="list-style-type: none"> ▪ Jan motion to move ▪ Debra seconded ▪ Motion approved 		

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	<ul style="list-style-type: none"> ▪ Advocacy – Thelma & Debra ▪ HMIS – Maude, Angie Evans, Beth Murph ▪ Planning – Entire Board 			
Adjourned	<ul style="list-style-type: none"> ▪ 3:35 p.m. 			
Next Meeting	<ul style="list-style-type: none"> ▪ Friday, February 13, 2015 			