

# BRIDGING THE GAP

The Hawai'i Neighboring Islands' Continuum of Care (Hawai'i, Kaua'i, Maui)

## BTG Board Meeting

Friday, June 5, 2015; 9:30AM – 3:30PM: (ACTUAL TIME 9:29AM – 3:18PM)

State of Hawai'i – Department of Human Services Homeless Programs Office  
Mililani Building, 6<sup>th</sup> Floor Conference Room

**Attendees:** Hawai'i County: Rita Palma, Hawai'i Island Home for Recovery  
Kaloa Robinson, County of Hawai'i – Office of Housing (BTG Vice-Chair)

Kaua'i County: Debra deLuis, Catholic Charities Hawai'i  
Bricen Moritsugu, Kaua'i County Housing Agency

Maui County: Thelma Akita-Kealoha, Catholic Charities Hawai'i  
Maude Cumming, Family Life Center (BTG Chairperson)  
Jan Shishido, County of Maui

HPO: Judy Ishida  
Lori Tshako

Guest(s): Beth Murph, Catholic Charities Hawai'i  
Charlene Robles, Catholic Charities Hawai'i

Absent: Sharon Graham, Kaua'i County Housing Agency (BTG Secretary)

Agenda Topic	Discussion	Outcome/Action
Call to Order	BTG Chairperson Maude Cumming called the meeting to order at 9:29AM. Members present introduced themselves to the group and for the record.	
Approval of Minutes	Minutes from the April 17, 2015 BTG Board meeting with no corrections or additions.	Thelma moved to accept the minutes with Jan seconding.  Minutes accepted by a vote of 6 ayes, 0 nays, 1 absent.
<u>Continuing Business:</u> HMIS Update	Paul Ruddell was invited in to present updates to HMIS.  a. HMIS Implementation  The contract was executed retroactively to April 15 <sup>th</sup> . Implementation team has met and moving forward with Tien Lum contacted.  Lori clarified that Tien (legacy HMIS provider) will need to work with the new contractor to migrate the HMIS data.  Rita inquired about Big Island training that was in planning stages with Carlos Perraro. Paul reported that there is a Train-the-Trainer style training forthcoming that will train users with various system roles.	Paul to send an email to financial assistance providers requesting information on eligibility and approval that will assist in the design of the system for users.

	<p>Paul noted that the system will have the capability to generate reports. Customized reports that require specific data points can be included, but it might come at a financial cost to the requestor (i.e. county) and such requests might have to be phased into the system depending on priorities.</p> <p>With all the extra and anticipated work with the new system, Maude inquired if additional technical admin staff would be hired. Lori is not sure at this time if additional staff will be added.</p> <p>Maude inquired on HMIS rollout or timeline. Paul noted that the contract states “within 6 months”. However, they are looking at 12-16 weeks for rollout.</p> <p>Data migration into the new HMIS system will focus on active programs. Paul noted that the integration team is looking at data going back 7 years for migration into the new system.</p> <p>b. Participation in Statewide Data Committee</p> <p>Paul noted the committee now has participants from all the counties.</p> <p>The committee has selected the following BTG committee members as voting members: Debra, Maude, Beth, Angie &amp; Carol.</p>	<p>Paul requested that county-level users who need specific data to please email him.</p>
<p><b>HEARTH Act Compliance</b></p>	<p>a. Revised BTG documents</p> <p>Judy reported that a policies and procedures manual is being drafted with copies to be shared amongst the members. Summer high school interns will be at the DHS office that will be tasked with putting the manuals together.</p> <p>It was noted as to the difficulty of keeping track of the numerous BTG documents both centrally and amongst the neighbor island chapters. Judy will keep electronic records on the HPO shared network drive.</p> <p>Rita acknowledged Maude for coordinating and facilitating the recent BTG general meeting via teleconference despite the audio/visual challenges.</p> <p>b. Memorandum of Understanding (MOU) between</p>	<p>Anticipate having the manuals to distribute by the next BTG Board meeting in August.</p> <p>Bricen will work with Judy on looking at an external cloud drive to store documents that can be accessed by BTG members such as Box or Dropbox.</p> <p>Bricen to research other videoconference or teleconference options and report back to the BTG Board.</p>

	<p>CoC and Collaborative Applicant</p> <p>Lori reported that the MOU between BTG and HPO formalizing the relationship, roles and responsibilities of both parties is ready for formal signing.</p>	<p>Lori and Maude formally signed the MOU with copies distributed to each chapter leadership.</p>
<p><b><u>Additional Agenda Discussion Items:</u></b></p>	<p>Maude indicated that she had additional questions/items to be discussed not on the agenda. Rita and Beth also had questions/items to add. In total, there were 6 questions/items to add and discuss:</p> <ol style="list-style-type: none"> <li>1. Status on Governor's liaison</li> <li>2. General membership roster</li> <li>3. CoC questions</li> <li>4. Point-In-Time (PIT)</li> <li>5. Data committee</li> <li>6. Question regarding Hawai'i Inter-Agency Council on Homelessness (HICH)</li> </ol>	<p>Jan moved to amend the meeting agenda and add the additional questions/items for discussion with Rita seconding.</p> <p>Agenda amended with 6 ayes, 0 nays, 1 absent.</p>
<p><b>Status on Governor's Liaison</b></p>	<p>Lori reported that at this time Brian Matson, Colin Kippen's assistant has been offered a 1-year extension and Colin has not heard on whether he will be re-appointed or not re-appointed. Colin's appointment ends on June 30<sup>th</sup>. The position of the Governor's Coordinator on Homelessness exists by statute.</p>	
<p><b>General Membership Roster</b></p>	<p>Maude noted that BTG should establish a set time period for local chapters to submit their rosters of eligible voting members before a general BTG meeting after recent difficulties during the last BTG general meeting.</p> <p>Currently, eligible voting members by chapter are:</p> <ul style="list-style-type: none"> <li>• Maui: Those who paid dues and have 75% attendance over the previous 12 concurrent months (not necessarily calendar year).</li> <li>• Kaua'i: Those who paid dues and have 75% attendance.</li> <li>• Hawai'i: Those who paid dues and have 50% attendance over the calendar year.</li> </ul>	<p>Debra motioned for chapters to submit to BTG Chair eligible voting rosters at minimum 30 calendar days before the BTG general meeting with Rita seconding.</p> <p>Motion passed with 7 ayes, 0 nays.</p>
<p><b>CoC Clarification Questions</b></p>	<p>Maude requested a clarification of what are the CoC programs. Lori clarified that the old Shelter Plus Care (SPC) and old Supportive Housing Programs (SHP) are the CoC programs.</p> <p>Lori explained that the Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) are formula grants based on population while the CoC programs are competitive.</p> <p>Judy noted that the Consolidated Plan and Action Plan have both been recently completed for ESG and HOPWA (and HOME and CDBG). Lori created a visual graphic</p>	

<p><b>Point-In-Time (PIT)</b></p>	<p>showing the flow of programs and funding within the CoC and formula grant system.</p> <p>Lori noted that there is a disconnect in that the counties (HOME &amp; CDBG) need to include the CoC in the planning for the Consolidated Plan. This is currently not being done resulting in missed opportunities for better leverage with ESG to address homelessness in a more coordinated way.</p> <p>Maude requested an update on the results of the PIT. Lori reported there are two separate versions of the results. One version has data for the City &amp; County of Honolulu (C&amp;CH) only and the other version has data for the neighbor islands and the C&amp;CH. A problem occurred when the draft of the C&amp;CH report was sent to the PIC Chair which was then inadvertently sent to the entire PIC membership upon which it was compiled with a narrative of one PIC agency and then sent to the media.</p> <p>The C&amp;CH later requested to do a joint release with HPO on the report after they make revisions to their report. It is anticipated that the report will be released sometime next week.</p>	<p>See Attachment 1.</p>
<p><b>Statewide Data Committee</b></p>	<p>Beth noted that the data committee is in need of a vice-chair. Beth recommended that the vice-chair come from the neighbor islands to balance out management of the committee. The committee chair is Erin Rutherford. It was recommended that Angie Evans from HOPE Services or Carol Matayoshi be named vice-chair. Rita called Angie to inquire, however Angie declined. The consensus amongst the group was that the position would be better served by an individual who is a current HMIS user. Amongst the data committee members in BTG, Maude and Debra are on the committee and both declined the position.</p>	<p>After discussion, the group decided to let the position go to a member of PIC.</p>
<p><b>HICH</b></p>	<p>Beth requested clarification if BTG members should attend or could attend the HICH meetings. It was clarified that anyone can attend the meeting in the audience. The HICH members meet at the table for discussion and official business.</p> <p>Lori noted that the meetings are more on a policy level discussion. Debra noted that Maude is the BTG representative to HICH. Lori noted that Jan represents the Maui mayor, Kaloa represents the Hawai'i island mayor Kauai has not been sending any representative. Debra noted that she attended along with Mayor Carvalho for Kauai early on. Lori stated that Kauai's Housing Director Kamuela Cobb-Adams attended several times but stopped afterward. He later indicated to her that there wasn't any</p>	<p>Sharon to follow-up on</p>



	<p>Lori met with one of HAT’s organizers to clarify key facts and arguments. HAT felt that the Maui CoC chapter existed to decide funding. Lori clarified that only 5 agencies within the Maui CoC chapter receive funding and that the chapter is a community planning tool.</p> <p>Maude reported that Salvation Army announced the transition of delivery of homeless services to 6 outreach locations. As a result, Family Life Center has seen an increase of people seeking food and other services because Salvation Army is offering services in a different format.</p> <p>Maude and Jan also reported that Maui Section 8 is issuing many vouchers to catch up from underspending. Maude is anticipating many SPC clients to move out due to the issuance of Section 8 vouchers as their SPC clients are required to apply for Section 8 vouchers.</p> <p>Overall there is a multi-island issue of clients being “dumped” onto agencies like Family Life Center and KEO by other service providers.</p>	
<p><b><u>New Business:</u></b></p> <p><b>Confirm Dates/Time of Local CoC Chapter Meetings</b></p> <p><b>Coordinated Entry System</b></p>	<p>Lori requested confirmed dates and times for the next chapter meetings:</p> <ul style="list-style-type: none"> <li>• Kaua’i: June 24<sup>th</sup> at 11:30AM</li> <li>• Hawai’i Island: June 25<sup>th</sup> at 1:00PM</li> <li>• Maui: June 17<sup>th</sup> at 12:00PM</li> </ul> <p>HEARTH Act compliance requires a coordinated entry system. PIC will use the VI-SPDAT and PHOCUSED will administer, score and maintain case conferencing for service prioritization. BTG and PIC will need to articulate how people will be prioritized. The prioritization is currently being done by hand, but the new HMIS will include a VI-SPDAT. Currently, there is a lot of pushback within PIC on the prioritization process as agencies want the continued ability to choose who they serve. Training will be critical on the system.</p> <p>It is recommended that BTG starts this process and training with Maui. Lori recommends BTG starts with Maui because Hawai’i island and Kaua’i face similar dynamics in that there is one large provider and one or several smaller providers whereas on Maui, there is really no one large commanding provider.</p>	<p>Debra motioned for a rotating implementation of the coordinated entry system starting with Maui then to Hawai’i island and then to Kaua’i.</p> <p>Lori countered to wait on a decision until after she visits Hawai’i island (6/25/15) and Maui (6/17/15) in the coming weeks and sees what the providers are doing and</p>



<b>Other Issues</b>	None	
<b>Adjournment</b>	BTG Chairperson Maude Cumming adjourned the meeting at 3:18PM.	
<b>Next Meeting</b>	Friday, August 14, 2015 at 9:30AM, Department of Human Services Homeless Programs Office - Mililani Building, 6 <sup>th</sup> Floor Conference Room.	
<b>Minutes Prepared by:</b>	Bricen Moritsugu	

(NOTE: Minutes must be distributed to Committee members prior to the next Committee meeting. Committee Chair/designee must also forward minutes to the BTG Chair within 10 days for posting to the HPO website.

Planning Process  
required for formula grants

Consolidated Plan (5 yrs)

1. year 1	Annual Action CAPER
2. Year 2	Annual Action CAPER
3. "	"
4. "	"
5. "	"

