

# 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> <b>02/13/2015</b>  <u>Convened:</u> <b>10:00 a.m.</b>	<u>Members Attending:</u> HPO: Judy Ishida MAUI COUNTY: Maude Cummings (Chair), Thelma Akita-Kealoha, Jan Shishido KAUAI COUNTY: Sharon Graham (Secretary) Debra De Luis (Via Teleconference) HAWAII COUNTY: Kaloa Robinson (Vice Chair), Rita Palma GUEST: Charlene Robles of Catholic Charities Paul Ruddell, HMIS Brian Matson ABSENT: Lori Tsuhako	<u>Location:</u> Haseko Bldg. 6 <sup>th</sup> 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"> <li>▪ Approval of minutes from 1/9/15</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thelma moved to approve</li> <li>▪ Jan seconded</li> <li>▪ Approved to accept minutes as submitted</li> </ul>		Closed
<b>OLD BUSINESS:</b>				
1. BTG Calendar (draft)	<ul style="list-style-type: none"> <li>▪ Debra worked on completing the calendar, still need to fill in gaps. Need to list Chapter meetings, have Kaua'i and Maui, Big Island meets 3<sup>rd</sup> Thursday of even months.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review &amp; Comment for next meeting</li> </ul>	Debra	Open
2. HUD's NOFA Results	<ul style="list-style-type: none"> <li>▪ Award list for 2014 NOFA distributed.</li> <li>▪ MOTION: BTG will limit Admin to 7% across the board to maximize points</li> <li>▪ MOTION: Any grant that has to do with HMIS will always be in a Tier 1 level for funding</li> <li>▪ MOTION: Any HMIS related grants not be subject to any reductions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jan moved to approve</li> <li>▪ Kaloa seconded</li> <li>▪ Approved unanimously</li> <li>▪ Kaloa moved to approve</li> <li>▪ Rita seconded</li> <li>▪ Approved unanimously</li> <li>▪ Rita moved to approved</li> <li>▪ Debra seconded</li> <li>▪ Approved unanimously</li> </ul>		
3. Coordinated Assessment		<ul style="list-style-type: none"> <li>▪ Tabled for Lori – Next meeting agenda</li> </ul>		Open

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4. New HMIS Provider	<ul style="list-style-type: none"> <li>▪ Award Vendor: Case Worthy Inc. Demonstrated for use, capabilities, coordinated assessment, HUD compliant.</li> <li>▪ Major Factors: Customer support, cost, able to check with other CoC's on program.</li> <li>▪ Writing contract and receiving funds from HUD. Hoping to execute contract within a month and a half.</li> <li>▪ No migration until contract is executed.</li> <li>▪ Mapping the HMIS and data migration will take approximately 6 months, but HMIS will be live and data can be entered and used.</li> <li>▪ Future: Consider user fees for specific agencies that need specific data and/or information</li> <li>▪ Looking into training</li> </ul>			
5. ESG & HOPWA Awards	<ul style="list-style-type: none"> <li>▪ Evaluations went well, concern that no application was received from the YWCA. KEO rec'd entire award for ESG HPRP and ESG Shelter.</li> <li>▪ Applications: 4-HPRP / 1 HOPWA / 5 Shelter</li> <li>▪ Attendance and Participation Issues. Would like to have a standardized format, easier to use for evaluation.</li> <li>▪ Committee Participation clarification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local chapters to decide to use attendance sheet.</li> </ul>	Chapters Chairs/ Representative	

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6. HEARTH Act Compliance				
A. Governance and Operations	<ul style="list-style-type: none"> <li>▪ MOU between BTG and HPO</li> <li>▪ Big Island voting eligibility- paid membership to be a voting member and attend 50% of meetings.</li>   <li>▪ Conflict of Interest/Code of Conduct (Jan and Sharon)</li> <li>▪ BTG Information sheet (Thelma and Debra) – intended for community readers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discuss at next meeting</li> <li>▪ Voting members must have paid membership and attend 50% of meeting</li>   <li>▪ Review for discussion at next meeting</li> <li>▪ Review and discussion at next meeting</li> </ul>	   Jan & Sharon  Thelma & Debra	Open   Open Open
B. Written Standards for Assistance		<ul style="list-style-type: none"> <li>▪ Table for Lori - next meeting agenda</li> </ul>		
7. Point In Time Count	<ul style="list-style-type: none"> <li>▪ Kaua'i – KEO lead agency- currently inputting</li> <li>▪ Hawai'i – HOPE lead agency- Currently inputting data, next week should have data.</li> <li>▪ Maui – FLC lead agency- Turn in survey's daily. Currently inputting</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>		
<b>NEW BUSINESS:</b>				
1. PHOCUSED	<ol style="list-style-type: none"> <li>1. Boot Camp 3/18-19/2015</li> <li>2. More training on VI-SPDAT</li> </ol>			

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	3. Follows bills that could deal with housing issues			
2. Con Plan	1. Judy needs copies of: Needs Assessment & Goals Con Plan Surveys	Send copy to Judy	Sharon – Kaua'i Jan – Maui Kaloa – Hawai'i	Open Open Open
Adjourned: 3:30 p.m.				