BRIDGING THE GAP
The Hawai‘i Neighboring Islands’ Continuum of Care (Hawai‘i, Kaua‘i, Maui)

DRAFT MINUTES
BTG Board Meeting
Friday, April 22, 2016, 9:30AM – 3:30PM: (ACTUAL TIME 9:45AM – 2:45PM)
State of Hawai‘i – Department of Human Services Homeless Programs Office
Mililani Building, 6th Floor Conference Room

Attendees:

Hawai‘i County: Rita Palma, Hawai‘i Island Home for Recovery
Brandee Menino, Hope Services Hawaii
Sharon Hirotta, County of Hawai‘i (BTG Vice-Chair)

Kaua‘i County: Bricen Moritsugu
Sharon Graham, Kaua‘i County Housing Agency (BTG Secretary)

Maui County: Maude Cumming, Family Life Center (BTG Chairperson)
Jan Shishido, County of Maui

HPO: Lori Tsuhako
Harold Brackeen
John Gibo

Guest(s): Monique Yamashita, Ka Hale A Ke Ola
Scott Morishige, Statewide Homeless Coordinator
Julie Ford, Governor’s Office (Homeless)

Absent: Debra DeLuis, Catholic Charities Hawaii – Kauai County
Thelma Akita-Kealoha, Catholic Charities Hawaii – Maui County

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<th>Agenda Topic</th>
<th>Discussion</th>
<th>Outcome/Action</th>
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<td>Call to Order</td>
<td>BTG Chairperson Maude Cumming called the meeting to order at 9:45AM. Members present introduced themselves to the group and for the record.</td>
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| HPO Updates                         | Lori’s last day, April 29
Harold will be Acting Temporary Administrator
John Gibo, New Program Specialist   |                                                                              |
| Approval of Minutes                 | Minutes from the February 12, 2016. Motion to approve minutes.             | Brandee motion Jan seconded Ayes-7 / Nays - 0                                 |
| Old Business:                       |                                                                          |                                                                              |
| Coordinated Entry System (CES):     | Ashley and Gina with TAC provided TA with each county the first week of March. | Counties will receive a 3 way split of planning grant.                        |

Neighbor Island Feedback on TAC Training:
Hawai‘i Island:
- Majority of attendee’s were from HOPE services;
- Focus on homeless families;
- Raw data shows numbers increasing;
- County established they would be conveners.
  Kauai Island:
  - Focus on Veteran’s and homeless families;
  - Need to have agency participation;
  - Ready to go, know and familiar with the inventory;
  - County agreed to be conveners.

- Maui Island:
  - Focused on Veteran’s and homeless families;
  - Moving forward, need to start small, so focus is on Vets.

**HUD TA RE: CE Action Steps**
Reviewed BTG: CE Action Steps email sent from Gina to make decisions on bullet points regarding Sub-Population & Pilot Decisions.

**Decisions made at the BTG Executive level.**

**HMIS Implementation/Administrator Status**
HMIS Administrator – Anticipate June Contract Administrator will be responsible for system

HMIS Contract Manager

**HMIS FUNDING (DISCUSSION):**
- Clarification on who provides HMIS funding. Funding comes from BTG, PIC, C& C and HPO. Primary funding comes from CoC funds.
- Lori requested $250,000 for HIMS: $75,000 for training, $175,000 for data analysis. REQUEST WAS MADE TO THE LEGISLATURE.
- Data Committee has not established priorities.
- Motion to establish BTG Priorities for HMIS and relayed at next data committee meeting.

Priorities are: FEDERAL COMPLIANCE and STATE COMPLIANCE.

**New Business:**

**ESG Allocation for PY 17 (HUD PY 16)**
Allocation Breakdown: (determined by population) (Email vote was done for ESG funding)

Motion (official vote on record):
Motion to ratify ESG Allocation for FY 17, per Judy’s email.

**Hawai‘i County = 45.4%**
**Maui County = 33.1%**
**Kauai County = 16.5%**

**Brandee – Motion**
**Sharon – Second**
**Ayes 7 / Nay 0**

**2016 P.I.T Count Report Release**
Current process:
Carlos releases a draft Copy to HPO; HPO releases P.I.T Count report.

Motion to change process on how P.I.T. Report will be released.

New Process:
HPO receives P.I.T. Report, releases to Executive team, Exec. Team review (with short turnaround time & no forwarding). Will hold WebEx meeting to discuss report. Exec team draft one press release with local chapter chairs contact information, and agree to a release date to simultaneously

**Jan – Motion**
**Bricen –Seconded**
**Ayes = 7 / Nays - 0**
release report. During WebEx meeting can determine release date and time.

| Agency Updates          | Hawaii County            | 5 Weeks to plan Landlord summit. Summit successful.
|                        |                            | Shared info with Maui County.
| Maui County            | Landlord Summit –TBD      |
| Kauai County          | No new updates to report. |

**Guests:**

| Scott Morishige        | Provided pamphlet and documents to be reviewed, and provide feedback.
|                        | These were flyers that are to be shared with legislature and public once published.
|                        | *Asked that the flyers not be shared, it’s for review and comment only. |

**Adjourned**

2:45 p.m.

(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.)