

BRIDGING THE GAP

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

DRAFT MINUTES

BTG General Membership Meeting
Tuesday, October 18, 2016 (11:08 am – 11:50 am)

Convened via video/teleconference

Voting Members:

Hawai'i County: Big Island Substance Abuse
Catholic Charities Hawai'i
County Representative, District 4
County of Hawai'i, Office of Housing & Community Development
Going Home Hawaii
Hawaii Island HIV/AIDS Foundation
Hawaii Island Home for Recovery
HOPE Services Hawaii
Salvation Army, Family Intervention Services

Kaua'i County: Catholic Charities Hawaii
Family Life Center
Kauai County Housing Agency
Kauai Economic Opportunity
Malama Pono
Mental Health Kōkua
Steadfast Housing

Maui County: Catholic Charities Hawaii
County of Maui Representative
Family Life Center
Ke Hale A' Ke Ola Resource Center
Maui AIDS Foundation
Maui Economic Opportunity
Steadfast Housing
West Maui Taxpayers Association
Women Helping Women

HPO: Judy Ishida
Harold Brakkeen
John Gibo

Agenda Topic	Discussion	Outcome/Action
Call to Order	BTG Chairperson Maude Cumming called the meeting to order at 11:08am. BTG General Membership roll call by Chair Maude Cumming. Kauai County 7 voting members present; Hawaii Island 10 voting members present; Maui County 9 voting members present. Total 26 voting members present of 42 eligible members (62%).	Quorum Established

Approval of Minutes	Minutes from the November 13, 2015. Motion to approve minutes by Scott Dixon. Second by Rita Sandi-Palma. No discussion or corrections.	Ayes – 26 / No- 0
Action Items		
Ratify Officers, BTG Board	Proposed slate of officers for calendar year 2017: Chair: Brandee Menino (CAP Chair, CEO, HOPE Services) Vice Chair: Sharon Graham (KCA Chair, CDBG Specialist, County of Kaua'i) Secretary: Debra de Luis (Kauai Director, Catholic Charities) Advisory Chair: Maude Cumming (Co-Chair Maui Homeless Alliance, Director, Family Life Center) Motion to approve slate of officers by Jan Shishido. Second by Sharon Hirota. No discussion or questions.	Ayes – 26 / No- 0
Ratification of Coordinated Entry Prioritization Policies & Procedures	BTG established Coordinated Entry Prioritization Policy and Procedures. Policy/procedures reviewed by BTG board in September and copies provided via email for review. Policy determines order in which CoC consumers are prioritized for permanent supportive housing (PSH) and sets procedures for implementing the BTG PSH centralized wait list. Questions/comments: Q: Can providers choose to not-follow the procedures? (Val Ching-Johnson) A: No. Q: Can the policy be amended? (Sharon Hirota) A: Some parts of it can change, but most of it is based on CPD 16-11 so those common areas cannot be changed without HUD approval. Comment: Be careful making amendments because those may impact the scoring of the NOFA and impact funding. (Harold Brakkeen, HPO) Motion to approve policy and procedures by Joy Rucker. Second by Thelma Akita-Kealoha. No further discussion.	Ayes – 26 / No- 0
Coordinated Entry Training	Reminder provided of Coordinated Entry Training, presented by Iain DeJong in the following locations: Hawai'i Island – December 8 & 9, 2016 Maui – December 12 & 13, 2016 Kaua'i – December 14 & 15, 2016 Funding for this training is through a BTG Planning Grant and provides a unique opportunity to learn from the creator of the VI-SPDAT. All agencies are encouraged to send as many staff as possible for this training. Tentative agenda is focused on how to improve system performance: Day 1: AM Thinking & Acting like a System; PM VI-SPDAT and additional Acting like a System Day 2: AM Diversion; PM Coordinated Entry & Prioritization, Measuring Performance Questions/Comments: Comment: Even agencies not using the VI-SPDAT would benefit from attendance since they'll be involved with the CE process. (Jan Shishido) Q: How soon will CE happen? (Joy Rucker)	BTG Chapters are expected to meet, ideally before the PIT and after the CE training, to develop plans for implementation of the CE system

	<p>A: We'll know more later. Expect the local chapters to meet following the training to finish plans and prepare for CE implementation.</p> <p>Comment: State contracts also include a requirement to use the VI-SPDAT triage tool and participate within the CE system. HPO encourages counties to include similar language in their contracts requiring use of the tool and participation. (Harold Brackeen)</p> <p>Q: Should we wait until we get the contract or go ahead and start serving now?</p>	
Point in Time (PIT) Count	<p>Reminder provided regarding the Point in Time count, usually scheduled for the last week in January. Carlos Peraro, Peraro Consulting, provided suggestions (attached), including updating the HMIS before the PIT so it's easier to locate consumer and corroborate their status. This year BTG will make a concerted effort to count all consumers who appear in HMIS. The BTG goal for 2017 is 80%; in 2016 40% were counted.</p>	<p>BTG Chapters are encouraged to remind agencies to update their list and follow suggestions provided (see attached).</p>
Ratification to continue BTG use of DHS HPO as BTG's Collaborative Applicant	<p>HUD policy allows for the selection of a Collaborative Applicant to assemble the NOFA application. PIC, the O'ahu CoC, opted to change to Aloha United Way. BTG has the option of seeking another provider, though discussion at the BTG Board meeting focused on continuing the relationship with HPO since HPO has been an excellent partner. No questions or discussion. Sharon Hirota moved approving DHS HPO as the BTG Collaborative Applicant. Second by Scott Dixon.</p>	<p>Ayes – 26 / No- 0</p>
Other (added)	<p>The chair opened the floor for comments or questions by any participants.</p> <p>Comment: Be prepared for the training in December and arrive with questions/concerns to discuss with Iain to take advantage of his expertise. (Judy Ishida, HPO)</p> <p>Comment: A request to add other attendees for the record. (Brandee Menino)</p> <p>No other questions or comments were offered.</p>	<p>Request chapters provide sign-in or attendance sheets to BTG Secretary via email to be included as part of this record.</p>
Adjournment	<p>Meeting adjourned at 11:50am</p>	
Next Meeting	<p>Dates & Times for 2017 to be announced</p>	
Minutes Prepared by:	<p>Debra de Luis for Sharon Graham, BTG Secretary</p>	

(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.)