

BRIDGING THE GAP

The Hawaii Neighboring Islands’ Continuum of Care (Hawaii, Kauai, Maui)

Board of Directors Meeting Minutes

Jan 5th, 2022 – 9am-12pm

Meeting ID: 422 792 008

Passcode: 2887

- Hawai'i County:
- 1 Brandee Menino, Hope Services Hawaii (BTG Advisory, Chapter Co-Chair)
 - Paul Normann, Neighborhood Place of Puna (BTG Vice-Chair, Chapter Co-Chair)
 - 2 Sharon Hirota, Hawaii County Rep
 - 3 Tony Symons

- Kaua'i County:
- Makana Kamibayashi, Family Life Center (BTG Secretary, Chapter Vice-Chair)
 - 4 Melody Lopez, Catholic Charities Hawaii (Chapter Chair)
 - 5 Ashton Varner, Kauai County Rep

- Maui County:
- 6 Maude Cumming, Family Life Center (BTG Chair, Chapter Vice-Chair)
 - 7 Thelma Akita-Kealoha, Catholic Charities Hawaii (BTG Secretary, Chapter Chair)
 - 8 David Nakama, Maui County Rep

HMIS Lead / Collaborative Applicant: Carlos Peraro, Ka Mana O Na Helu
Alison Hinazumi, Ka Mana O Na Helu

- Guests:
- Scott Morishige, (GCH) Governor’s Coordinator on Homelessness
 - Harold Brackeen III, HPO Administrator
 - Kurt Schmidt (KHAKO-Maui)
 - Elizabeth Murph (CCH-Big Island)
 - Mary Nakooka (KHAKO-Maui)
 - Monique Ibarra (KHAKO-Maui)
 - Naomi Crozier, MHK
 - Melody Lopez, CCH Kauai
 - Adam Roversi (KCHA-Kauai)
 - Steve Franco, Kauai County Housing Agency, Development Coordinator
 - Royce Shiroma, Hawaii County office of Housing and Community Development
 - Linda Munsell, Maui County DHHC
 - Regina Gairo, Maui County HOME and HTF Program Coordinator
 - Tasha Ham, Maui County DHHC
 - Dr. Ashley Kelly, FLC
 - HHFDC – Gloria Inafuka, Sam Aiona, Keri Higa
- Recorder: Thelma Akita-Kealoha

Agenda Topic	Discussion	Outcome/ Action
Meeting Date	Wednesday 1/5/2022 via Zoom, 9am-12pm Site: https://us02web.zoom.us/j/422792008 Meeting ID: 422 792 008	
Welcome & Housekeeping	1. Introductions: BTG Chair Maude Cumming conducted roll call and having determined quorum was met, called the meeting to order at 9:02 am. Please sign in on the chat.	1. Quorum Met, Meeting Called to Order @ 9:03am

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	<p>Attendees introduced themselves for the record.</p> <p>2. Review and approve BTG Meeting Minutes of 12/3/2021. <i>(Minutes emailed to the group 12/3/21 for review)</i></p>	<p>2. Approval of 12/3/21 BTG Meeting Minutes Motion: Brandee M 2nd: Paul N. Vote: 12/3/21 BTG Minutes Approved</p>
<p>Governor’s Coordinator (GCH), Scott Morishige</p>	<ul style="list-style-type: none"> • PIRC – PIC asking to defer due to COVID – Omicron numbers, there may be a way to defer the count, some of the PIC providers expressing concerns due to Omicron numbers are rising. Is BTG considering this? Maude has not heard any conversation about this, since OR workers are doing this and are out there every day. BTG reasoning is that most of the count on Maui is completed by outreach workers, these workers are out there every day so there was no justification for delaying it since these teams are already out there in the community. Mark Chandler is sending something out to PIC/BTG. They are deciding tomorrow. • Continuing to prep for 2022 Leg Session • Administrations Bills: Source of income Hashimoto introducing bill, 2 parts Ohana Zone request, budget briefing scheduled for next week tracking budget Application Screening Fee regulation • Bill from Rep Nakamura’s office regarding TANF funds for Shallow Rental Subsidies On-going shallow subsidies using TANF funds for participants enrolled in First to Work, general fund appropriation for non-citizens – expanding support for other communities to adjust the overall affordable housing needs for the community, broad based housing subsidies LL incentives ask Scott for written information Discussion of a new Office of Homelessness and Housing solution attached to Dept. of Finance (coming from Senate). They are also looking at these funds to cover non-citizen families that have young children in the homes (COFA migrants and others). Expanding beyond just the homeless population to address the overall housing needs statewide. • For County’s with invoices pending will also be reaching out to confirm amounts. • Sen Moriwaki introduce a bill for the establishment of a new Office of Homelessness and Housing Solutions”, within the department of budget and finance to be headed by GCH. • Homelessness fiscal mapping link given; Upcoming HUD Webinar – Partnering with persons with lived experience, lessons learned; Upcoming GCH Webinar – focus on advocacy. 	
<p>HHFDC</p>	<p>Home ARP Program</p>	

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	<p>Working on allocation plan, proposed plan to distribute funds for the development of development of affordable housing. No deadline to commit the funds but there is a deadline for funds to be expended by the year 2030.</p> <p>Put it out for public comment – 15 day comment program for allocation plan</p> <p>Approval of draft plan and approval of the amend the 2021 action plan then to HUD for 45 day review and approve plan, looks like it will be sometime in February</p> <p>Next key steps – County housing partners will be the ones issuing the applications for fund request for proposal and seeking the eligible activities for these rental projects. Also waiting for HUD guidance as far as the development of rental housing and how the projects could be underwritten, they are granting more flexibility with granting of years of affordability from 20 to 15 years.</p> <p>HOME ARP is a more challenging program, since the financial viability of the project is critical since the rent base is what is affordable to the clientele. There will be a minimum rent schedule that developers are not familiar with.</p> <p>Asking for feedback: Are there current projects that can do this existing in the community or supplemental funds to assist projects to be able to do this.</p> <p>Projected income and expenses for the project – 15 year affordability to maintain units and run for the minimum 15 years of affordability, if not it can be challenging. HUD suggestion, can they receive project based vouchers. Would there be CoC funding available to help with operating cost of project? How can projects be underwritten? How to increase rental income to developers.</p> <p>Idea of using the coordinated entry system is suggested but not required. Specifically targets the population – a bridge of permanent housing for homeless households, depending on whether the developer can make the development work, need a combination of resources to make it happen. Development, acquisition or rehab of units. Capital improvements or for deposits for replacement reserve – eligible cost for CoC funds – hasn't been one of the CoC priorities at this time (Maude/Brandee).</p> <p>Maude – set asides for PSH units? Cannot supplicate funding depending on funds used for development (public housing), what are the constraints? Timetable for funds?</p> <p>Brandee explains that have tenant based funds, HUD VASH vouchers for rent assistance. Section 8 emergency vouchers also available. CoC application is based on timing – next time late 2022-2023. Year to year funding.</p> <p>Mel – an advantage is the addition of supportive services for those coming off of the CES</p> <p>Steve Franco is getting ready to issue their RFP but won't be ready to allocate funds until the allocation plan is approved by HUD/HHFDC and the County partners will enter into a state recipient agreement before funds can be committed. Looking at issuing that sometime in January 2022.</p>	
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	<p>Royce – what will entail once the RFP process begins, what projects should we be doing? What type of rehab or how to expand on housing? Once needs have been set in that plan, then RFP issued based on those needs. Sharon – prior to issuing RFP, is that then the county work with the local CoC – part of the design of the RFP? Involve partners at this time, come together to define the need in the community, if we could define how to direct the money and what the money is to be used for? Is there a need for the CoC members to provide support for the plan? At the public comment period can be used to reinforce and support or make suggestions.</p>	
<p>HPO – Harold Brackeen III</p>	<p>Announcements: Legislative session coming up we are working on executing supplemental contracts for the next fiscal year, in the next few weeks providers will be receiving conditional extension letters, then we can move forward with executing these supplemental contracts. Executing contracts on or before April 29th. Regarding supplemental contracts please have your certificate of liability insurance updated or valid, corporate reso, compliance with Hawaii Compliance Express and start working on budget and work plans.</p> <p>Contract monitoring, will be starting to monitor all of the HPO contracts looking at budget, will be requesting payroll reports, receipts and supporting documents for at least three line items in the operation section of the budget and support, will be requesting client files, policy and procedures as identified in service specifications in the next few weeks. There will be a number of emails and more information will be provided. The task for HPO staff is to complete quarterly monitoring within 30 days of the of the quarter ending. Let your accounting/financial department staff, program staff and program managers/directors know that we will be making these requests of all of the providers.</p> <p>Maude expressed appreciation that the performance measures have been waived by HPO for the next quarter, one of the greatest difficulties has been that staff has been out for various reasons (due to COVID related issues such as childcare).</p> <p>Contract monitoring will be done remotely monitoring rather than face to face. All contracts will be monitored and request for documents will be through security encrypted email. All HPO contracts will be monitored, all providers will be contacted.</p> <p>HMIS access may be limited, some programs have been able to upload all documents to HMIS for reports. HMIS does have access to reports but unsure if HPO has full access to client data.</p>	
<p>Advocacy & Awareness Committee</p>	<p>A & A Committee-Brandee Menino</p> <ul style="list-style-type: none"> • Discussion on bills – see above – Scott’s updates • PIC & BTG having advocacy meetings every other week (Friday’s 12-1p) 	<p>Adopt these (HICH) as BTG priorities as listed. Paul motioned</p>

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	<ul style="list-style-type: none"> • PPT presentation completed by Kristin for BTG wide data and then broken down for each county, available and editable for use for each County, Brandee will send out as a Power Point to everyone for use • Adopt HICH Priorities for new 2022 legislative session • Much of our leadership is the State Leg is neighbor islands Reps/Senators so it is imperative to use our influence to get our local Reps to approve these initiatives on Kauai, Maui and Hawaii Island. Rep Nakamura, Keith Agaran, Kanuha and Joy – half of the leadership in either Housing or Finance committees. We need to figure out how to organize this and who will take the lead on each island as bills and opportunities come up. Go to person for each island for Brandee to connect with? • Kauai will discuss this and get back to Brandee • Tasha Ann DePonte for Maui • Suggestion regarding Ceded lands for BTG (CAP – local Hawaii County CoC) give message to legislatures that we would support legislation to use Ceded lands – Harold Brackeen from HPO cautions BTG as a CoC, is there a different way to take a stance to approach this as a CoC? Lots of issues/priorities out there and is this a BTG/CoC issue along with the underlying issues. Activism vs advocacy, role we have working with local, state and federal government? Is this within our realm, position our self well for our core purposes. • Thank you Brandee for all your work on this! 	<p>to accept and Sharon 2nd Motion carries priorities as 2022 session</p> <p>No action on this at this time</p>
<p>CES Oversight Committee</p>	<p>CES Oversight Committee-David Nakama</p> <ul style="list-style-type: none"> • No update for David and Sharon but expecting to connect soon Maude will be reaching out to the HUD TA for assistance within the next month 	
<p>HMIS Data Committee</p>	<p>HMIS Data Committee-Carlos Peraro</p> <ul style="list-style-type: none"> • Update data usage agreement that just expired yesterday, KCHA interested in extending their agreement since CRUA is on-going. Extending onto Sept 30th – 2022 since ESG CV grant term would expire at that time. To prevent duplication of benefits. No additional cost, data not that extensive. Need approval for this. • Mel – any adjustments needed, assigned cost for usage or additional data – information provided weekly/monthly – no actual cost and easy to pull down data, not that extensive. • Current process is working well and takes minimal time according to Carlos 	<p>Vote: To authorize KMNH to share BTG data extension to Sept 30, 2022, request for KCHA. Motion: Brandee 2nd: Paul Vote: Motion carries/ Approved</p>
<p>KMNH – Alison Hinazumi & Carlos Peraro</p>	<p>1. HUD EHV (Emergency Housing Vouchers)</p> <ul style="list-style-type: none"> • Updates on BTG website under reports header and dashboard Hooked in EHV dashboard link available, can view dashboard right into the BTG website. Tab 2 can filter by State, PHA issued, updates data daily BTG making good progress with vouchers, updates data utilization daily. 	

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	<p>Question – pipeline for vouchers for other islands? Hawaii County is moving, new approvals recently by Allison, recently lost Section 8 administrator on Hawaii Island. Have recently instituted a weekly meeting with case managers and Section 8 staff.</p> <p>Maui has been very challenging and way more difficult to complete applications, documents and landlord paperwork.</p> <p>Questions about getting vouchers – response should be a BTG response not individual orgs. Will be able to refer folks to this page</p> <ul style="list-style-type: none">• Build out a page for EHV by Feb BTG meeting, reflect transparency, questions about vouchers to organizations, reflect that this is a BTG prioritization• Homelessness Initiatives, another resource for the state• Monitoring – updating EHV activity dashboard data through Dec <p>2. COC Expenditure Report</p> <ul style="list-style-type: none">• Expenditure report was sent out yesterday, will continue to send this out for all CoC program grantees and grants that are active• Most programs are spending their monies and are on track with their numbers• We will continue to reach out to the other organizations individually as necessary <p>3. ESG CV Updates</p> <ul style="list-style-type: none">• Quarterly report financial and performance due, need to come up with a viable plan, invoices for Jan-Mar need to be input and submitted and processed by the end of March. Expenditure amount -400-500 invoices? Not all Nov invoices submitted. <p>4. NOFO</p> <ul style="list-style-type: none">• Submitted application 11/15/21. Thank you to those who provided narrative responses. Final sent out to the board around mid-Nov• Need to read this to have general discussion in the Feb meeting. Maude will email this out to everyone. Maude sends out agenda to BTG Board, local chapters will be responsible to send this to local CoC members if they are interested to attend• Evaluate Section 7 vs CoC application, do we want an Ad Hoc committee or have this in the Feb meeting agenda? No <p>HMIS report update</p> <ul style="list-style-type: none">• Coming due in Feb – main section length of stay. Follow up with data quality for BTG <p>Outreach encounter multi select, specific for outreach providers, will capture GEO location, streamline data service program, encounter history</p> <p>Organization specific – list all active street outreach client</p>	
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	<p>Designed to access from a mobile device like cell phones – anywhere with wifi, similar to PITC but specifically for street outreach programs. Will be released after the PITC</p> <p>Hawaii Island training, so orgs are aware of the functions because sometime they go out to provide outreach. Organizations must have an active outreach program not service since need to find the client in the program. Otherwise will not be able to enter data.</p> <p>What are the needs and wants for the organization, specific to know what measures the organization wants to capture – are they willing to pay for dashboard or bring it up to BTG for wider usage for organizations. Anyone has the opportunity for this.</p> <p>BTG Website</p> <ul style="list-style-type: none">• Dashboards have all been updated• Will follow up with agencies on the LOS data as it pertains to questions in the NOFO. Maybe there are errors that if corrected could improve the LOS report <p>5. PITC</p> <ul style="list-style-type: none">• Update PIT forms, more testing being done this week. Training next week. Same methodology as in the past.• Sheltered and unsheltered, data quality, enrollment matches, unsheltered in collaboration with PITC leads.• Will send out to leads some bullet points and local chapters to discuss logistics, send out links tomorrow morning• Jan 10; Maui Jan 11 10-12, Wed Hawaii Island; Thursday Kauai, consent forms will be sent out and be collected back. Will need to take role and folks have to be in attendance, lead took responsibility for printing forms, local chapter pays for printing. Leads responsible for entering HMIS information, island specific take that up with own local CoC.• Technical training on Monday <p>Have everything and moving forward with building the data collection for January</p> <p>Still need to schedule training probably virtual</p> <p>GIS-looking at working out the format for that not finalized yet</p> <p>Doing something remotely in the field, is that what CoC or Hybrid approach (mobile)</p> <p>Hard copies with areas that may not have internet access</p> <p>Allowing professional outreach staff and personnel to use mobile and volunteers to do paper (do we have this capability) – have the functionality and need to test this (depends on length of survey, tablet vs phone due to length)</p> <p>1 to build it</p> <p>2 to test it, functionality has been tested and will work</p> <p>Will reach out to outreach teams before the next board meeting</p> <p>Training dates: week of Jan 10th (2 hours)</p>	
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	<p>Hawaii Island: Wed 1/12/22, 10-12 (lead – HOPE SVCs) Kauai: Thurs 1/13 10-12 (Lead – FLC) Maui: Tues 1/11/22 10-12 (Lead FLC)</p> <p>Monday 1/10 technical training 10-12 (iPads, tablets, surface)</p> <p>Training for devices early January to assure everything is addressed in training. Need assistance with testing from some of the providers. For already established outreach teams. Training will be decided at the next board meeting, how many teams, people, may be one for Maui/Kauai and one for Hawaii Island. KMNH will be in touch for this. Cell phones aren't advised but iPads, tablets.</p> <p>Challenges/frustrations? Surface pros and iPads-Hope services has and FLC. KNMH is requesting folks take these out to test coverage</p> <p>Q – Data collection and upload is done at the time or the end of the week. To help people to see where areas are completed and what areas need coverage</p> <p>A – The surveys do their own tracking to see about duplications, check HMIS database and see who is enrolled in outreach. Cross check data for missing encounters and checking areas that are being covered and check to see how many are getting covered from each area. Will request data sheets on a daily basis to upload each day. Rigorous cleaning process for duplication and incomplete data. (Kauai) Set up zone coverage and has a lead for that zone, they will schedule coverage for that area. Will cross reference for HMIS data report to see who they are missing. They can keep track of duplications and prevent entering the duplicate data.</p> <p>Goals of BTG to show HUD the information in HMIS is timely and accurate and can be depended on to give a good reflection to what is happening in the community. Not old data but updated and reflected in PITC and HMIS. Stress to outreach staff that PITC takes precedent over other services for that week.</p> <p>Hawaii – limiting teams to three, team of three will remain the same people to minimize COVID spread. Have about a dozen volunteers and a lot of program folks to assist with count.</p> <p>Maui – volunteers – 75% most come in without a name, and incomplete/duplication, more accurate to use seasoned outreach workers.</p>	
<p>Island Chapter Activities</p>	<p>Hawaii Island</p> <ul style="list-style-type: none"> • All 12 modular have been moved/installed to Pahoia – HPM building supply, pre-fab build. Help with EV – senior housing project • Showing video 	
<p>Next Steps Adjourn</p>	<ul style="list-style-type: none"> • Meeting adjourned 	<p style="text-align: right;">Adjourn 12pm</p>
<p>Next Meeting</p>	<p>Next BTG meeting, Wednesday, 2/2/22 9am-12pm via zoom.</p>	