



## Partners in Care, Oahu's Continuum of Care 2017 Administration Work Plan

### EXPECTED RESULT: Meet Strategic Priority #3 - Improve PIC's Internal Operations and Compliance

Goals	Tasks	Lead	Oversight	Due Date
Develop and implement PIC staffing plan for long-term operations	<ul style="list-style-type: none"> <li>Examine CoC staffing models for administration, operations, communications, and fundraising; and provide report on staffing options to meet short and long term goals.</li> <li>Secure and allocate funding for PIC staffing.</li> <li>Recruit, interview and select staff.</li> <li>Orient and train staff.</li> </ul>	Director	Executive	Q2-June
		Director	Executive	Q3-July
		Director	Executive	Q3-Sept
		Director	Executive	Q4-Oct
Evaluate and decide whether to seek 501(c)(3) Status for PIC	<ul style="list-style-type: none"> <li>Develop pros and cons of 501(c)(3) status for PIC, and provide written report to Executive Committee.</li> <li>Present to PIC General Membership.</li> <li>Vote on the direction of 501(c)(3) status.</li> <li>Depending on vote in May, design and implement schedule for seeking 501(c)(3) status from the IRS.</li> </ul>	Director	Executive	Q2-Apr/May
		Director	Executive	Q2-May
		Director	Executive	Q2-May
		Director	Executive	Q2-June Ongoing
Strengthen committee structure and contribution	<ul style="list-style-type: none"> <li>Make sure committee mandates/goals and expectations are clearly defined and understood by leadership.</li> <li>Assist each committee leader to build and strengthen their committee membership through ongoing meetings.</li> <li>Hold committees accountable to PIC through regular progress reports by committee chairs to general membership.</li> </ul>	PIC Chair	Executive	Q2-May
		PIC Chair	Executive	Ongoing
		PIC Chair	Executive	Ongoing
Financial system and reporting	<ul style="list-style-type: none"> <li>Review and revise current financial policies and procedures related to expense reimbursement, reporting and day to day operations (i.e. check signing).</li> <li>Review and approval by Executive Committee of revised policies and procedures.</li> <li>Review and approval by general membership.</li> <li>Begin implementation of revised policies and procedures.</li> </ul>	Treasurer	Executive	Q2-April
		Treasurer	Executive	Q2-May
		Treasurer	Executive	Q2-May
		Treasurer	Executive	Q2-June/OG
Procurement and contract management	<ul style="list-style-type: none"> <li>Procure operations work plan task(s) to outside consultants through direct consultation or issuance of a RFQ in a competitive process.</li> <li>Negotiate work plans, deliverables and contract terms.</li> </ul>	Director	Executive	Q1-Feb Q2-June
		Director	Executive	Q1-Feb Q2-June

	<ul style="list-style-type: none"> <li>• Ensure timely and adequate completion of contract obligations for operations consultant services.</li> <li>• Facilitate payment for services to PIC contractors with Collaborative Applicant (AUW).</li> </ul>	Director	Executive	Ongoing
		Director	Executive	Ongoing
Improve meeting effectiveness ( <i>same as Priority 3 in Communications Work Plan</i> )	<ul style="list-style-type: none"> <li>• Design and disseminate a quarterly e-newsletter to membership to communicate meetings and events; updates, decisions, and actions; and HMIS data quality and reporting.</li> <li>• Develop and implement policies and procedures for posting agendas and minutes on the website for public viewing.</li> </ul>	Director	Awareness	Begin Q2 April
		Director	Secretary	Q1-Mar
Conduct performance evaluation of PIC Director and other staff	<ul style="list-style-type: none"> <li>• Form Director Review Committee (DRC).</li> <li>• Solicit performance feedback from staff, collaborative applicant, membership and other community stakeholders and groups.</li> <li>• Director self-evaluation conducted.</li> <li>• Develop written performance review and deliver review to Director.</li> </ul>	PIC Chair DRC	Executive Executive	Q3-Oct Q3-Nov
		DRC DRC	Executive Executive	Q3-Nov Q3-Dec