



PARTNERS IN CARE – O‘ahu Continuum of Care Oahu’s Coalition of Homeless Providers

Partners in Care is a coalition of Oahu's homeless service providers, government representatives and community stakeholders working together in partnership to end homelessness.

ORGANIZATIONAL DEVELOPMENT COMMITTEE MEETING MINUTES

Date: 2/13/18 **Time:** 10:02am – 11:04am

Location of Meeting: Aloha United Way Bldg., 200 N. Vineyard Blvd. 5th Fl.

Attendees: Kim Cook, Chair (U.S.VETS), Dana Manners (U.S.VETS), George Massengale (KCC Health Apprenticeship Coordinator)

Agenda Topic	Discussion	Outcome/Action
Call to Order	<ul style="list-style-type: none"> Meeting called to order by Chair Kelly at 10:02am. 	
Introductions of Members/Any Special Participants	<ul style="list-style-type: none"> 2 new members to committee were introduced: <ul style="list-style-type: none"> Dana Manners, Program Manager (U.S.VETS) George Massengale, Apprenticeship Coordinator (KCC) 	
Approval of Minutes	<ul style="list-style-type: none"> December meeting was cancelled by former committee chair, Janet Kelly No meeting in January due to transition period between former and current chair, therefore no meeting minutes were required to be approved. 	Follow Up Needed: None
Continuing Business: None	<ul style="list-style-type: none"> No continuing business to be discussed 	Follow up Needed: None
New Business: Overview of Committee's Responsibilities & Types of Membership	<ul style="list-style-type: none"> Chair Cook provided members with copies of the current PIC governance charter, with particular emphasis on page 11 which outlines committee's responsibilities All members reviewed the responsibilities of the committee to ensure universal understanding of the roles and responsibilities of the Organizational Development Committee and also to ensure understanding of how it fits in to the larger PIC group Chair Cook mentioned that the larger goal of the committee is to expand and diversify the current PIC membership Chair Cook also provided members with an overview of the two types of membership that PIC offers: (1) Voting Member & (2) Community Member. Similarities and differences for both committees were discussed. New member George informed the committee that KCC is interested in becoming a 	Follow Up Needed: None

Contact for Organization Development Committee: Chair - Kim Cook, Psy.D. (Email: kcook@usvetsinc.org, Phone: 808-291-8198)

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<p>New Business: Review & Categorize Current PIC Membership</p>	<p>community member.</p> <ul style="list-style-type: none"> • Chair Cook informed committee members that she will be receiving the final list of members from the Director's office shortly. Therefore, the committee utilized the most recent membership list that was published on the website on this day to discuss and categorize current membership. • Based on the website members listed, the breakdown is as follows by the categories identified and labeled by current committee members (please also note that % are listed according to category): <ul style="list-style-type: none"> ▪ Social Service Providers – 45% <ul style="list-style-type: none"> • Alea Bridge • Catholic Charities Hawaii • Child & Family Service • Chow Project • Family Promise of Hawaii • Gregory Housing • Hale Kipa • State Coalition against DV • HYSN • Helping Hands Hawaii • Hina Mauka • Holomua Na Ohana • HCAP • Housing Solutions • IHS • Kahumana • Mental Health Kokua • Parents and Children Together • Residential Youth Services and Empower (RYSE) • Salvation Army • U.S.VETS ▪ Government Agencies / Legislative Committees – 6% <ul style="list-style-type: none"> • Hawaii Interagency Council on Homelessness • Mayor's Office of Housing – City and County of Honolulu • VA ▪ Housing Developers – 4% <ul style="list-style-type: none"> • Catholic Charities Housing Dev Corp • Steadfast Housing ▪ Health Service Providers – 8% <ul style="list-style-type: none"> • KPHC • Leeward Housing Coalition • Project Vision Hawai'i • Waikiki Health ▪ Legal Service Providers – 4% <ul style="list-style-type: none"> • Hawaii Appleseed Center for Law & Economic Justice • LASH ▪ Landlords / Property Managers – 0% ▪ Public Service – 0% ▪ Education – 0% 	<p>Follow Up Needed: Chair Cook to follow up with Director's office for final membership list to bring to next meeting</p>
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	<ul style="list-style-type: none"> ▪ Funding Agencies – 6% <ul style="list-style-type: none"> • Non-profit <ul style="list-style-type: none"> • AUW • Private Funding • Other <ul style="list-style-type: none"> • Hawaii Housing Development Corporation ▪ Other – 11% <ul style="list-style-type: none"> • HMIS (data) • Hawaii Humane Society • NAMI • PHOCUSED • YWCA • Discussion amongst members took place related to the lack of diversity amongst other categories and how the current membership reflects 45% of social service providers • Potential members/companies were discussed. These were as follows: <ol style="list-style-type: none"> 1. Senate / House on Housing 2. Department of Human Services 3. Department of Health 4. Office of Aging 5. City Council 6. DOE -Education 7. Social Service Research within Universities / Public Health - Education <ol style="list-style-type: none"> a. KCC b. UH c. HPU d. Chaminade 8. Government Agencies - Judiciary <ol style="list-style-type: none"> a. Vet Court b. MH Court c. Drug Court d. DHS-CPS 9. Health Service Centers <ol style="list-style-type: none"> a. Native Hawaiian Health Centers- get list of 3+ b. School of Nursing- UH, Chaminade, HPU c. Hospitals ER / Social Work Departments <ol style="list-style-type: none"> i. Queens ii. Hawaii Pacific Health iii. VA/Tripler iv. Kaiser 10. Legal Service Providers <ol style="list-style-type: none"> a. Volunteer Legal Services b. Mediation Center of the Pacific 11. Landlord/property development <ol style="list-style-type: none"> a. Get a list 12. Public Service <ol style="list-style-type: none"> a. HPD- Parks & Recs with Outreach Providers b. HFD- with neighborhood 	
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	<p>boards</p> <p>c. EMS- with neighborhood boards</p> <p>13. Funding Agencies</p> <p>a. Hawaii Community Foundation</p> <p>b. USDA</p> <p>14. Other</p> <p>15. For profit</p> <p>a. Stanford Car</p> <p>b. Cloudbreak</p> <p>c. Alexander Baldwin</p> <p>d. HUNT</p> <p>16. Non- profit</p> <p>a. EAH</p>	
<p>New Business: Goal Setting 2018</p>	<ul style="list-style-type: none"> • Goal setting for 2018: 2 main goals that need objective subjective goals (1) PIC New Member Orientation & (2) Membership Diversification and Recruitment Plan • Next meeting will discuss the creating a PIC new member orientation to include but is not limited to: importance and purpose of orientation, frequency, who attends, what contents included, etc. • Discussion took place on if there would be specific bullet points that we should create as a committee prior to recruitment taking place so that everyone is saying the same thing and members get an understanding before committing • Chair Cook asked members to think about the following things before the next meeting: <ul style="list-style-type: none"> ▪ What are important pieces to include in an orientation and why? ▪ How should we start the development of recruitment and how do we divide this task? 	<p>Follow Up Needed: Put these items on the next meeting agenda for discussion – Chair Cook</p>
<p>Other Issues</p>	<ul style="list-style-type: none"> • Member George Massengale discussed KCC's Health Apprenticeship Program and the benefits it has for members of our community 	
<p>Next Meeting</p>	<p>March 13, 2018 at 10:00 AM at U.S.VETS – Barber's Point Lokahi Room (91-1039 Shangrila Street Kapolei, HI 96707). Guest parking located behind building.</p> <p><i>Meetings are held on the second Tuesdays of the month 10:00AM @ alternating locations AUW (even months) & U.S.VETS – Barber's Point (odd months)</i></p>	
<p>Minutes Prepared by:</p>	<p>Dana Manners, U.S.VETS Meeting Adjourned at 11:04 AM</p>	

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