



**Partners in Care, Oahu's Continuum of Care  
2017 Administration Work Plan – Six Month Plan – Updated August**

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

<b>Goals</b>	<b>Tasks</b>	<b>Lead</b>	<b>Oversight</b>	<b>Due Date</b>
Develop and implement staffing plan for operations.	<ul style="list-style-type: none"> <li>Determine needed staffing for PIC during 2017/18.</li> <li>Secure and allocate funding for PIC staffing and consultative support.</li> <li>Recruit, interview and select staff.</li> <li>Orient and train staff.</li> </ul>	Director Chair/Dir	BOD BOD	Complete Complete
		Director Director	BOD BOD	Complete Q3-Aug
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 present to the BOD for approval.</li> <li>Update to PIC General Membership.</li> <li>Seek consultative advice and assistance in submitting needed documents to the IRS.</li> <li>Prepare timeline and budget for BOD review.</li> <li>Prepare and submit application for 501(c)(3) tax exempt status to the IRS.</li> </ul>	Director	BOD	Complete
		Chair/Dir Chair/Dir	BOD BOD	Complete Q3-Aug
		Chair/Dir Chair/Dir	BOD BOD	Q3-Aug Q4-Oct
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 as outlined in the Revised Governance Charter (June 2017).</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>	Chair	BOD	Q3- Aug
		Chair	BOD	Ongoing
		Chair	BOD	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> </ul>	Treasurer	BOD	Q3-Aug
		Chair	BOD	Q3-Sept

	<ul style="list-style-type: none"> <li>• Develop work group and revise policies and procedures for financial systems and reporting aligned with the requirements as a 501(c)(3) organization.</li> <li>• Review and approval by BOD.</li> <li>• Begin implementation of revised policies and procedures.</li> </ul>	Chair Treasurer	BOD BOD	Q4-Oct Q4-Oct
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> <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  Director Director	BOD  BOD BOD	Complete  Complete Ongoing  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; NOFA and other 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  Dir/Sec.	BOD/Comm  Secretary	Begin Q3  Q3-Sept.
Conduct performance evaluation of PIC Director	<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  DRC DRC	BOD BOD  BOD BOD	Q4-Oct Q4-Nov  Q4-Nov Q4-Dec