**Board Meeting MINUTES**
**May 1, 2024 from 9am - 11am**

Join Zoom Meeting
https://us02web.zoom.us/j/84772434010
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In Attendance:

| Hawaiʻi County: | 1 2 3 | Brandee Menino (BTG Chair, Chapter Vice-Chair)/Kristen Alice for Brandee<br>Paul Normann (Chapter Chair)<br>Sharon Hirota (Hawaii County Rep) |
|---|---|---|
| Kauaʻi County: | 4 5 6 | Makana Kamibayashi (BTG Vice-Chair, Chapter Chair)<br>Mia Carroll, YWCA (KCA Vice-Chair)<br>Farah Aquino (Kauai County Rep) |
| Maui County: | 7 8 9 10 | Maude Cumming (BTG Past Chair)<br>Dr Ashley Kelly (Chapter Chair)<br>Thelma Akita-Kealoha (Vice Chair MHA |
| HMIS Lead / Collaborative Applicant: | | Carlos Peraro, Ka Mana O Na Helu<br>Alison Hinazumi, Ka Mana O Na Helu |
| Guests: | | • Harold Brackeen III (HPO)<br>• Clint Tanaka, HPO<br>• Sue Sadeki (KHAKO Maui)<br>• Melody Lopez (CCH)<br>• Kuuipo Keopuhiwa. CCH Hawaii Island<br>• Chris Molina, LT<br><br>Members Present: 9 of 10 @ 9:03 am<br>Recorders: Thelma Akita-Kealoha |

**B.T.G.**

**Bridging The Gap**
Continuum of Care serving Hawai`i Island, Mau`i & Kaua`i

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| 9:00am | **Welcome & Housekeeping - Establish Quorum**<br>  1. Affirm any leadership changes at local chapters | Makana Kamibayashi, BTG Vice-Chair |
| 9:05am | **Approve April 3, 2024 Board Meeting Minutes**<br> • Postponed until June meeting | Thelma Kealoha, BTG Secretary |
| Alison Hinazumi & Carlos Peraro, Ka Mana O Na Helu | **Homeless Point in time Count**<br>  1. **Preparing for Press Conference. Confirm draft timeline:**<br> • Draft report will be ready by: May 15, 2024<br> • Edits by local chapter to be completed by: May 29, 2024 (draft topline reports due)<br> • No information or reports to be shared with anyone but BTG board members<br> • Finalize report by: June 3, 2024<br> • Send Press Release of Press Conference to Media by May 29, 2024<br> • Press Conference Date**:** Wednesday, June 5 at 11:00am at Family Life Center's, Ohana Hope Village Mayor's release 8am on June 5th.<br> • Would the BTG Chair be able to handle the press release? (Kristen will follow up with Brandee)<br>  2. Travel Expenses for Press Conference<br> • Airfare and one car for each county eligible for reimbursement<br> • Need to turn in receipts<br> • BTG Meeting on site after press release, 1-2-hour meeting | |
| Alison Hinazumi & Carlos Peraro, Ka Mana O Na Helu | **Collaborative Applicant and HMIS Administrator**<br>  1. PIT Count 2025 Planning<br> • See Handout, on-line and off-line data collection venues, sharing the top three for consideration<br> • This will provide unsheltered data collection to a mobile device shift from paper surveys, with collection on-line and off-line | Maude motions BTG to allow KMNH to run with the top three products to vet each and the flexibility to be able to move from one to another (next platform) for the new PIT data platforms product<br>Second: Dr Kelly<br>Discussion: |

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| | • REDCap affordable for non-profit ($118/mo); Ona Data (no IOS platform – cost more and through a third party) $2400/yr.<br>• Can collect surveys on-line, can enter hard copy surveys via the web, can design surveys, mobile apps, compatible with IOS and android, HIPAA compliant<br>• Usability, well established, active partners, flexibility but KMNH would need to submit an application for a license to be approved in order to use the software.<br>• Data Committee did meet and review the research from KMNH, PIC uses Survey 1,2,3.<br>• Desires a vote now so can move forward as implementing will take some time<br>2. HMIS Access Policy<br>• Getting interests from several organizations to have access to BTG HMIS.  Due to previous issue and lack of knowledge of the system, KMNH feels we need to create a better guideline before they granting access.  Most organizations don't understand the basic concepts or mistakenly think PIC and BTG run the same.  There could possibly be a flow chart, information.  We do not have a policy in place now for this and feel this will give basic knowledge and understanding before requesting access.  Will continue to work on this with the data committee.<br>Sharon asked if there would be training for organizations or local chapters to take on?  Alison stated that still working on this and working with the data committees.<br>Harold:  resources that would be available to support any training, other resources that might be available to support this training.  What is it going to take to train and build capacity? | Paul is asking for Brandee to have a vote.  Brandee is part of the data committee and participated in this discussion.<br>Vote:<br>Three abstentions, 6 ayes |
| Harold Brackeen III | **State Department of Human Services, Homeless Programs Office**<br>1. HUD ESG Rush 2nd allocation.  6.9 $1.3 million – HPRP, contracted with KMNH for data – gave up 7% admin to CCH | |

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|  | • 6.9 million, (7% for HPO admin, 1% for HMIS) adding in outreach services (up to 2 years) to identify households affected and impacted by wildfires, utilize funds<br>• Kauai 1 staff and one vehicle<br>• Hawaii 1 staff and one vehicle<br>• Maui two staff and two vehicles<br>• Contracted with KMNH and CCH to administer the rental assistance program.<br>• Rapid re-housing, project based rapid re-housing because there is currently a low housing inventory and expensive driven up rental costs (some of the housing coming up in the near future)<br>• Homeless prevention and rapid-rehousing and project based rapid re-housing will be part of this funding<br>• May 8 notice for a public hearing regarding the 2nd allocation of funds<br>Sharon asking about data and numbers of families that have been relocated to a neighbor island<br>Harold stating that he does not have that data<br>Melody stating that there are people on Kauai, just had a second person come by. Not sure about the verification of homelessness and if this was going to be expanded, sent to KEO but wasn't able to access services<br>Harold – looking at broadening the scope of homeless verification (previously homeless and in the affected area). There were 400+ people reported by ARC, data quality from ARC and FEMA difficult and hard to decipher. Want to extend to the broadest extent possible. |  |
|  | **Adjourn 10:09 am**<br>1. General Membership & Special Mtg for RUSH funding scheduled for May 8th, via zoom at 1pm. Zoom Details: Join on your computer or mobile app (Zoom): https://us02web.zoom.us/j/84476007651?pwd=RE44eTFUSnZpTWM2b0k0bWFubGZadz09 | **Makana Kamibayashi, BTG Vice-Chair** |

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| | Or call in (audio only): +1 (669) 444-9171 Meeting ID: 844 7600 7651 Passcode: 668978 | |
| | 2. BTG Board Mtg: Scheduled for June 5th, in-person on Maui, to follow Press Conference. | |
| | 3. Hawaii Leadership Academy: September 9-11, 2024 (Hilo) | Kristen |
| | 4. State Homeless Awareness & Housing Solutions Conference, November 14-15, 2024 (Oahu) | Kristen |