

Guam Homeless Coalition Meeting - Regular Monthly Meeting
Minutes
February 20, 2008

I. Call to Order:

- Meeting was called to order at 10:15a.m.

II. Organizational Roll Call:

- Voting Members (Organization): Berni Grajek (Guma Mami), Gina Cura (GHURA, Alternate), Carmelita Connelley (CEDDERS), Simeon Kihleng (TSA, Alternate), Jesse Catahay (CSS, Alternate), Robert Zimmerman (Oasis)
- Non-Voting Members (Organization): Alan Damian (DMHSA), Marie McElligott (TSA), Mary McEwen (TSA), Juan Trinidad (TSA), Lou Honeyee (TSA), Kenneth Roldan (TSA), Angelica Mantanona (Sanctuary), Cris Reyes (US Dept. of Veterans Affairs), Mark Martinez (CSS), Dan Cortez (CSS),
- Administering Agency (GHURA) Staff: Alvina Castro, Katherine Taitano
- Introduction of new attendees.

III. Approval of Minutes of January 16, 2008:

- Motion is made by S. Kihleng to approve the minutes, seconded by D. Cortez
- Motion is approved.

IV. Committee Reports:

a. Strategic Planning (Chair: Greg Borja-absent)

1. No written report is submitted. Discussions by K. Taitano.
 - Only three agencies attended, CSS, TSA, and GHURA, prior meeting only TSA and CSS, need to work on bringing committee members in to attend meetings.
 - When applying for grants we need to make sure to stay within the island needs and to make sure that it ties into what HUD is looking for.
 - There will not be any reminders of the monthly general meetings, the meetings will be posted on GHURA's web site, www.ghura.org as well as the proposed agenda and minutes for advance review.
 - The exhibits for the applications for program year 2008 are posted on GHURA's web site.
 - HUD provides an analysis of previous applications, once this is available GHURA will post for all to access.
 - NOFA's are expected to be posted within the next week as soon as available everyone will be notified.
2. Service Gaps Analysis – No discussion

b. HMIS (Chair: Juan Trinidad)

1. No written report is submitted.
 - HMIS meetings are held the 1st Wednesday of every month, however, during this time until the Outreach event is completed they will be moved to Fridays, the next meeting will be March 2.

- A new HMIS staff has been hired, Kenneth Roldan, Juan Trinidad will continue to be the Coordinator.
- J. Trinidad stated he is also having a problem with attendance at his meetings but feels it could be due to the holidays.
- J. Trinidad informed members that the meetings will be geared more towards training the end users. It was mentioned that he was still awaiting GHURA's participation list and DMHSA's end user list.
- K. Taitano asked if there was a procedure manual that the end users will be given, J. Trinidad advised the program managers should have a manual but that he can provide a copy if needed.
- K. Taitano asked if there was a way to track the status of each program; when last entries were made or if there was a tool to help keep every one current. This information would be helpful when quarterly reports are due. He said that he would provide a report and we can review to see if this is what we want.
- J. Trinidad reminded everyone that when entering information to the HMIS system there are eleven elements that need to be completed and if all eleven are not completed that addition will not show as entered.
- G. Cura requested that all subrecipients be held accountable to enter data to the HMIS system.

c. Community Development & Outreach (Chair: Bernie Grajek.)

1. No written report is submitted.
2. Passport to Services Outreach
 - B. Grajek reported that she announced at the Inter-agency Council on Homelessness the upcoming event scheduled for March 14, 2008 to be held at the Tamuning Gym.
 - B. Grajek is working on food donations. She is also working on personal outreach activities with David Crisostomo of PDN, they would like to focus on individuals that were in a homeless situation and are now in homes. She requested that anyone the committee knows that they feel would like to be interviewed to please submit the names to her. She would like to have something in the media everyday of the week leading up to the event.
 - B. Grajek informed us that Sonja Artero of KUAM has set aside March 12 for the First Lady to be on the show to discuss the outreach activities, K. Taitano advised coordination needs to be made with Joy Jean Mantanona of the First Lady's staff.
 - B. Grajek informed the Committee that the Governor has announced at the Inter-agency Council on Homelessness meeting that he is pushing for an end to homelessness, his homeless count is at an estimate of 3,000.
 - C. Reyes asked what is the definition of Homeless, he stated that the Federal Government does not consider a person who has been taken into a home and sleeping on the couch or if a person is in a sub-standard home to be homeless. The response was that there are definitions sometimes depending on the program.

V. Old Business

- a. GHC Pamphlet/Flier, finalization (Annamarie Kenny)
 - A. Kenny absent. No status reported.

- b. Circle of Help, finalization and distribution (Juan Trinidad)
 - J. Trinidad stated the Circle of Help contact list has been updated and was e-mailed to A. Say, he will also e-mail to K. Taitano.

- c. Recruitment/Referral of New Membership (Ruth Leon Guerrero)
 - 1. Draft letter for private sector partnerships (Reina Sanchez)
 - R. Sanchez absent. No status reported.
 - R. Leon Guerrero absent. No status reported.
 - It was recommended by K. Taitano to move this to Community Development and Outreach committees instead of one person.

- d. Statutory requirement for HMIS participation
 - J. Trinidad will provide the members with an updated list of end users at the next meeting. No list provided.

- e. Reorganization
 - 1. Proposed Ad Hoc Committee
 - K. Taitano requested for volunteers for several Ad Hoc Committees to review the GHC Policies and Procedures, the Discharge Policy and the Homeless Shelter Standards. The volunteers are as follows:
 - *GHC Policies and Procedures*
 - Mary McEwen, Salvation Army
 - Jesse Catahay, Catholic Social Services
 - Bernie Grajek, Guma Mami
 - Ervin Santiago, DPHSS (not present, will confirm)
 - *Discharge Policy* (agencies were recommended, K. Taitano will solicit for volunteers)
 - Department of Mental Health and Substance Abuse
 - Department of Correction
 - Guam Legal Services
 - Guam Memorial Hospital
 - Department of Youth Affairs
 - Child Protective Services
 - Sanctuary, Inc.
 - *Homeless Shelter Standards*
 - Bernie Grajek, Guma Mami
 - Marie McElligott, Salvation Army
 - Cris Reyes, VA (need application for membership)
 - Cerila Rapadas, CSS (not present, will confirm)
 - Robert Zimmerman, OASIS (not present, will confirm)
 - BOSSA (agency recommended, K. Taitano will solicit)
 - Fire Dept. (agency recommended, K. Taitano will solicit)
 - OSHA (agency recommended, K. Taitano will solicit)
 - 2. Membership Confirmation, Requests for Response
 - Castro requested that if there are any changes to the application for membership for the GHC that a new membership application be completed and submitted as soon as possible, otherwise if all information is still current that they must confirm it with her.

3. GHURA in-house training for CoC members
 - K. Taitano is still reviewing the materials, all members will be notified as soon as date is scheduled.

VI. New Business

- a. J. Catahay recommended the GHC prepare the organizations by-laws and file it with Revenue and Taxation, at least to register as a non-profit organization, this will benefit Guam when the GHC submits grant applications to HUD.
 - It was agreed that a deadline of the end of April for the By-Laws to be filed
- b. J. Catahay also reminded the committee that an election for a Vice Chairperson is overdue, the term for the Vice-Chairperson is one year, the term for the new Vice-Chairperson will be two years.
 - It was agreed the election would be held at the next general meeting.
- c. K. Taitano recommended everyone take a look at GHURA's web site at the CPD application since there are a few changes.
- d. J. Catahay requested GHURA provide the committee with a listing of what grants are applicable to Guam that the committee can apply for.

VII. Adjournment

Motion was made by S. Kihleng and seconded by D. Cortez to adjourn the meeting. The meeting was adjourned at 12:10 p.m. without objection.

Minutes prepared by:

Alexis Castro

A. Castro (GHURA)

moved to accept minutes - Mary McEwen Second - Simeon Palomo

Minutes approved by the GHC on 4/16/08.

GHC Official:

B. Grajek

B. Grajek (Guma' Mami)
Chairperson