SDHHC
Policy Advisory Committee (PAC)
6-19-19 Meeting Minutes

Members present
Joseph Tielke, Co-Chair
Sherry Scudder, Co-Chair
Anita Deranleau
Andrea Denke
Montie Barkley
Kim Hanson, Secretary/Treasurer
Kathy Rutten
Alexandra Miller
Lisa Schrader
Mark Kiepke

Members absent
Melanie Bliss

Other attendees (SDHDA)
Davis Schofield
Denise Albertson

<u>**Agenda**</u>

- Welcome – Distribution of PAC folders
- PAC Code of Conduct
- Election of PAC officers; Co-Chairs, Secretary/Treasurer
- PAC monthly meeting schedule
- PAC document list
- SDHHC Governance Charter
- SDHHC – By-Laws
- PAC duties and responsibilities discussion
- Preparing for CoC NOFA
- PAC Reimbursement Vouchers for homeless summit

   The Policy and Advisory Committee was represented by a quorum of members allowing for official business of SDHHC to be conducted. The first item today was distribution of PAC packets and description of the contents. This was the first meeting of the 6 newly elected PAC members.

The next item was a discussion on the PAC Code of Conduct. The document was reviewed and all PAC members present signed the document in agreement to follow the document parameters.

The PAC next began discussion on the nomination of Co-Chairs. The PAC present nominated Joseph Tielke and Sherry Scudder to serve as Co-Chairs. The PAC unanimously elected them. Kim Hanson accepted nomination as Secretary/Treasurer and was also unanimously elected.

PAC members next began a discussion the meeting schedule for the next year. The PAC agreed to meet on the second Thursday of each month at 11 am Central time via conference call.

Next the PAC reviewed the "Document Review List" in their packets. It was explained to the PAC that this is the official document list for the SDHHC. All documents are reviewed for consideration of changes on a yearly basis. The PAC approves all documents and any changes that occur. It requires a quorum of PAC members to change or adopt new documents. The PAC was provided with hard paper copiers of "Code of Conduct for the Policy and Advisory Committee", "CoC Governance Charter Agreement", and "SDHHC By-Laws." The PAC was also provided with a copy of "Introductory Guide to the CoC Program" from HUD 2012.

The next order of business today was a discussion about the PAC duties and responsibilities. There was discussion on the importance of a quorum of PAC members at each meeting and the importance of the CoC funding competition.

The next agenda item included information on preparing for 2019 CoC NOFA and corresponding competition. The PAC was provided with a brief overview.

The PAC members present that were eligible completed a reimbursement document for costs associated with attending the homeless summit. There was a general discussion on future reimbursement plans per diem for mileage, meals, lodging for attending PAC meetings in person.

PAC greed to adjourn.

The next PAC meeting is Thursday, July 11, 2019 at 11 am Central time.