

**SDHHC**  
**Policy Advisory Committee (PAC)**  
**07/09/2020 Meeting Minutes**

**Members present**

Alexandra Miller, Co-Chair  
Sherry Scudder  
Kim Hansen, Secretary/Treasurer  
Joseph Tielke  
Kathy Rutten  
Jamie Kirsch  
Mark Kiepke

**Members absent**

Lisa Schrader  
Anita Deranleau  
Montie Barkley  
Anny Libengood

**Other attendees (SDHDA)**

Davis Schofield  
Denise Albertson

There were seven PAC members present on today's Skype meeting, so the PAC was met by a quorum.

**Agenda**

- Open PAC Co-Chair seat. Jamie Kirsch is declining the PAC Co-Chair. Nominations and election of Co-Chair. Sherry Scudder volunteered to Co-Chair along with Alex, since Jamie Kirsch has decided that this is not the time for her to serve in this role. It was voted on and the PAC determined that Sherry will return to a Co-Chair seat along with Alex Miller.
- Motion to amend *SDHHC CoC Governance Charter Agreement* - organization of CoC from Co-Chair leadership organization to Chair and Vice-Chair (Joe Tielke amendment proposal attached). The motion was made to amend the Governance Charter agreement to separate the Co-Chair positions and assign them as Chair and Vice Chair. The amendment was voted on and passed by the PAC. Alex Miller will be the Chair and Sherry Scudder will be Vice Chair. This was voted on by the PAC and the motion carried.
- *SDHMIS Governance Charter – Policies & Procedures*, Jamie's questions and edit suggestions, and SDHDA responses (attached). The PAC reviewed and clarified the questions brought up when members reviewed this individually.
- SDHMIS Disaster Recovery Plan – Eccovia Solutions (attached) – PAC reviewed.

- PAC document review schedule update (attached) discussion and planning – PAC members will look at this individually and bring up any questions or suggestions.
- *SDHHC PAC Code of Conduct* – yearly review begins (attached) – PAC will review individually and send questions, clarification and we'll review again in August.
- Coordinated Entry System – expansion & homeless Prevention (HUD questions response attachment). The PAC will need to work on making policies and procedures for homeless prevention and figuring out best practice systems, referral process, etc. There has been a large expansion of individuals entering our system.
  - Annual CES training July 28-29: More information to come. This training will be completely remotely. Calendar invite to save the date has been sent out.

Davis asked for clarification on how the Chair and Vice Chair want the meetings to be run going forward. Being in August Alex will run the meetings as the Chair.

The PAC agreed to adjourn. Next PAC meeting is scheduled for **Thursday, August 13<sup>th</sup> at 11AM CDT/10AM MDT.**