

**SDHHC**  
**Policy Advisory Committee (PAC)**  
**3-28-19 Meeting Minutes**

**Members present**

Joseph Tielke, Co-Chair  
Stephanie Monroe, Co-Chair  
Andrea Denke  
Sherry Scudder  
Montie Barkley

**Members absent**

Kim Clausen- resigned  
Joanne Hairy Shirt-resigned  
Chelsie Ogaard-Secretary- resigned  
Heather Bailey- resigned  
Anita Deranleau  
Melanie Bliss

**Other attendees (SDHDA)**

Lorraine Polak  
Davis Schofield  
Denise Albertson

**Agenda**

- Review PAC minutes for 12/19 and 02/19
- HMIS NOFA Phase 2 Report
- Youth Advisory Board (YAB) Youth Homeless Demonstration Project (YHDP)
- PAC Elections
- Homeless Summit Planning
- PIT Count

The Policy and Advisory Committee was represented by a quorum of members allowing for official business of SDHHC to be conducted. PAC meeting minutes from 12/13/18 and 02/19/19 were reviewed and unanimously approved by PAC.

The next order of business today was a discussion on HMIS NOFA just completed and submitted by SDHDA. The PAC was informed of the plication process and plan. The PAC will be emailed a copy of the application to review. Denise Albertson discussed parts of the application including training and data migration.

The PAC discussed the Youth Homeless Demonstration Program NOFA. Joseph Tielke discussed who may apply. Davis Schofield provided some general information. Stephanie Monroe discussed Youth Advisory Board part of the application process. Lorraine Polak discussed the gift card compensation plan for the first round of surveys. Sherry Scudder reported she was interested in becoming involved. The current plan for YAB is to check on status of the survey and to communicate with partners on distribution of the surveys and gift cards. A meeting with scheduled to bring together partners for a discussion.

The next agenda item was the 2019 PAC elections. Montie Barkley confirmed that he was eligible to seek reelection. Joseph suggested that we schedule out the monthly meeting agenda for the next year. Montie confirmed date and time for meetings. Davis provided a report on those people that have shown interest in PAC membership and plans speaking with additional individuals in the coming weeks. The election scheduled was reviewed.

PAC discussed PAC reimbursement related ideas. Lorraine provided information on the processes she is developing. Montie discussed challenges with attending quarterly meetings and was thankful for the assistance he has received to attend homeless summit. Sherrie expressed that it would be helpful to receive compensation for over-night motels stays, mileage and registration fee for summit. Lorraine reported that the goal was to have a policy in place by June 2019. Joseph discussed the time spent in PAC related activities including monthly and quarterly meetings, phone calls, document review, etc. Lorraine discussed the \$25 per meeting stipend paid to SDHDA board. Joe reported that amount seemed fair.

The PAC completed a discussion on Annual Homeless Summit planning. Lorraine reported that DSS would provide speaker on opioid crisis. The PAC discussed various ideas and topics for summit programing. The SDHHC quarterly meeting will be the first day and PAC elections will be the first day.

The 2019 PIT Count was discussed. Andrea Denke discussed the challenges of using the mobile application by volunteers. Stephanie discussed the location for the button for choosing observation surveys causing issues. Davis discussed the large amount of paper surveys received. The PIT count is showing an over-all reduction in the number of homeless counted for 2019 as compared to 2018.

The PAC voted unanimously to adjourn.

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

