

**SDHHC**  
**Policy Advisory Committee (PAC)**  
**4-18-19 Meeting Minutes**

**Members present**

Joseph Tielke, Co-Chair  
Stephanie Monroe, Co-Chair  
Sherry Scudder  
Montie Barkley  
Melanie Bliss

**Members absent**

Anita Deranleau  
Andrea Denke

**Other attendees (SDHDA)**

Davis Schofield

**Agenda**

- Review PAC minutes for 3/29/19
- Yearly Document Review; SDHMIS SOP, SDHMIS Governance Charter, SDHHC Data Quality Plan
- PAC Elections discussion
- Youth Advisory Board (YAB) Youth Homeless Demonstration Project (YHDP)
- Homeless Summit Discussion
- Veteran Committee Update

The Policy and Advisory Committee was represented by a quorum of members allowing for official business of SDHHC to be conducted. The PAC meeting was rescheduled for today due to weather issues. The PAC reviewed minutes from 03/28/19 regular PAC meeting. Stephanie Monroe moved and Joseph Tielke seconded and the PAC voted accept minutes. Melanie Bliss did have a few comments and questions about PAC minutes. Melanie also requested that CoC competition debriefing be emailed to PAC which did occur.

The next order of business today was a discussion about yearly Document Review items; SDHMIS SOP, SDHMIS Governance Charter, SDHHC Data Quality Plan. The PAC was informed of the process and plans for yearly document review. The PAC has been emailed a copy of the current documents and HMIS committee is also reviewing. The plan is for PAC and HMIS committee to review and provide suggestions for changes. Any changes brought forth will be reviewed at PAC meeting in May 9, 2019 for consideration for PAC approval.

The next agenda item was the 2019 PAC elections. There was much discussion on plans and ideas. Melanie discussed the importance of having individuals with a lived homelessness experience and consumer advocates on the PAC. Montie Barkley discussed his desire to seek re-election and the importance of perspective, experience, and regional representation on PAC. Joseph Tielke and Stephanie Monroe discussed PAC election process information letter to be distributed to SDHHC via email. Davis suggested that the changes proposed by Stephanie be incorporated into the letter. The PAC agreed to the changes. Sherry Scudder and Melanie discussed SDHHC membership and voting for PAC. There was a general discussion on PAC election processes and various PAC members discussed the importance of an informed consortium. Davis was directed by PAC to email PAC election letter to consortium and post to webpage. Melanie discussed the importance of PAC receiving resume or letter from potential PAC nominees. Davis was directed to contact those folks that have reported their interest in PAC membership but have not provided requested resume or letter. PAC plans to revisit the election process during May PAC meeting.

The PAC discussed the Youth Advisory Board (YAB) and Youth Homeless Demonstration Program (YHDP) NOFA. Davis provided some general information on recent meetings and current efforts to organize YAB. Stephanie discussed YHDP application. Sherry Scudder is interested in being involved and confirmed meeting schedule. The current plan for YAB is to provide survey to partners for distribution of the surveys and gift cards. Partners will receive \$10 gift cards from SDHDA and distribute as surveys are completed. The goal remains to develop YAB and survey seeks to elicit information as well as recruit further involvement. Melanie mentioned a recent observation she had made of youth at banquet in Sioux Falls. Melanie inquired about VOA street outreach and Stephanie acknowledged the ongoing activity plans to inform staff of Melanie's report from Sioux Falls banquet.

PAC was provided with updates on Annual Homeless Summit planning. PAC discussed various ideas and topics for summit programming. Melanie offered some suggestions for programming. Davis explained current planning efforts and programming ideas. The SDHHC quarterly meeting will be the first day and PAC elections will be the first day of summit. New PAC will meet for a breakfast meeting on second day of summit. Stephanie and Joseph will conduct election as current PAC co-chairs. Sherry suggested that a Homeless Summit Committee be formed for future planning efforts. The PAC members agreed that this was a good idea. Davis will plan to add this committee to SDHHC committees at homeless summit.

PAC agreed to adjourn.

The next PAC meeting is Thursday, May 9, 2019 at 11 am Central time.