

SDHHC
Policy Advisory Committee (PAC)
6-13-19 Meeting Minutes

Members present

Joseph Tielke, Co-Chair
Stephanie Monroe, Co-Chair
Sherry Scudder
Anita Deranleau
Andrea Denke
Melanie Bliss
Montie Barkley

Members absent

Other attendees (SDHDA)

Davis Schofield
Denise Albertson

Agenda

- Review PAC minutes for 5/19
- SDHMIS Data Quality Plan – yearly review
- SDHMIS Standard Operating Procedures – yearly review
- Coordinated Entry System Policies and Procedures Manual – Yearly Review
- Homeless Summit – PAC Elections
- CES – PSA via KOTA television
- Annual CES training July 9-10
- CES statistics review

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 a review of PAC meeting minutes from May 2019 PAC meeting. The meeting minutes were unanimously approved by PAC. Sherry Scudder moved to approve and Stephanie Monroe seconded.

The next item was the continued discussion on the SDHMIS Data Quality Plan that had been tabled at the May meeting. There was a brief discussion on the review of this document. Joseph Tielke moved and Andrea Denke seconded that the document be approved with very minor alterations being completed. This document will be updated and posted with SDHHC documents on SDHHC webpage and archives.

The PAC next began discussion on SDHMIS Standard Operating Procedures. Joseph Tielke discussed the HMIS committee review activities. Proposed changes were explained by Denise Albertson HMIS Lead. Stephanie Monroe made some supporting comments on the HMIS committee review process. Joe moved and Sherry seconded the motion to accept the document as amended. The PAC approved the amended document. The document will be updated as directed and posted as official SDHHC document. The document will be review on yearly schedule.

PAC members next began a discussion on SD Coordinated Entry System (SDCES) Policy and Procedures Manual. Davis and Denise provided PAC information on SDCES document updates. Davis provided information on updates that were many times derived from the HUD guidance and directives related to CES. Davis and Denise discussed the evolution of the SDCES and need to adopt the manual. The SDCES Manual updates are believed to bring document up to date on current processes and to keep in line with HUD requirements and recommendations. Stephanie motioned and first and Melanie Bliss seconded the motion to approve the document as amended and presented. The PAC members voted unanimously to accept. The document will be updated and posted to SDHHC webpage. The document will be placed into yearly review cycle. The PAC was also informed of annual CES training plans July 9-10.

The next order of business today was a discussion about SDHHC PAC elections and Homeless Summit. PAC members including Melanie, Joseph, Montie, Anita Deranleau, Andrea, Stephanie, and all requested information and clarification on election processes and issues associated with homeless summit. Davis provided clarification based upon SDHHC by-laws. The PAC reviewed the six known candidates standing currently for election to PAC. The PAC review the election process. Stephanie and Joe as co-chairs will conduct the PAC election process at the homeless summit. Davis will provide supporting materials for elections including an official ballot, info on candidates, and PAC duties. Davis also provided info on the plans for PAC reimbursement for mileage, meals, and lodging at summit. There was a brief discussion on the Rapid Resolution portion for the homeless summit programing. Davis informed the PAC of some basic information on this process and possible benefits to CoC in CES. Stephanie commented on her discussion with Maralise Hood Quan whom is completing g the presentation.

The next agenda item included the PAC being informed that CES marketing is moving forward with PSA being developed by KOTA area televising. This will make CES marketing statewide on television via PSA.

The PAC was informed of the CES annual training dates of July 9-10. The curriculum for the training is being developed. HUD requires at least a yearly training meeting for CES. More details and plans will be forthcoming. There was a brief review and discussion on the information that Steve Stunes provided on CES review items including statistics. The PAC had a brief discussion on these items.

PAC agreed to adjourn. Stephanie Monroe provided a goodbye to the PAC as she is not seeking reelection. PAC and SDHDA staff thanked Stephanie for her service, excellent work and leadership as PAC member and co-chair.

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