

**SDHHC**  
**Policy Advisory Committee (PAC)**  
**12-13-18 Meeting Minutes**

**Members present**

Joseph Tielke, Co-Chair  
Stephanie Monroe, Co-Chair  
Anita Deranleau  
Melanie Bliss  
Andrea Denke  
Heather Bailey

**Members absent**

Kim Clausen  
Sherrie Scudder  
Montie Barclay  
Joanne Hairy Shirt  
Chelsie Ogaard

**Other attendees (SDHDA)**

Davis Schofield  
Denise Albertson

**Agenda**

- PAC Meeting minutes 11-08-18
- SDHHC Emergency Transfer Plan
- HMIS NOFA
- SDHHC Youth Advisory Board
- 2019 Legislative Day
- Coordinated Entry System – Community of Practice TA
- SDHHC quarterly meeting 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 11-08-18 were reviewed. A correction was made for PAC attendance, and on that being made, Joe Tielke motioned and Stephanie Monroe seconded that the minutes be accepted as amended.

The first order of business today was a review and discussion on proposed SDHHC Emergency Transfer Plan. There was a general discussion on the plan and parts. Denise Albertson provided information on VAWA and emergency transfer requirements. The PAC was informed that the document was written by Lorraine Polak, SDHHC and is currently being used by SDHDA. Stephanie Monroe reported that the document appears well written and comprehensive. Joseph inquired about emergency transfer plans for emergency shelters and rapid rehousing programs. Denise provided additional information on the importance and requirements of emergency transfer plans as required by VAWA. Joe

moved and Melanie seconded that the SDHHC Emergency Transfer Plan be approved as SDHHC document. The PAC approved document unanimously. Davis reported that the document will be placed in yearly review schedule with all SDHHC official documents.

The next order of business was a brief discussion on the HMIS NOFA. Davis discussed some key parts of the NOFA application process including application due date of 1/31/19 and informed the PAC that the plan is to begin the application processes in earnest after the holidays. The PAC and SDHHC members have been asked to give input on NOFA by 12/21/18. The PAC discussed data quality improvement and end user training as focus for funding application. Joe and Denise discussed data quality and user training efforts in regards to HMIS committee and planned funding application.

The PAC proceeded to the next item on agenda, a discussion on current planning and organization for SDHHC Youth Advisory Board (YAB). Heather Bailey asked questions about YAB function. Davis provided info to the PAC on current plans and efforts. PAC was informed that TA provider has been helpful in moving plans forward. Joseph discussed ideas about focus groups and input from folks with experiences with homelessness. The PAC discussed CoC/SDHHC membership expansion and attempts to add more folks with lived experience of homelessness. Davis reported on follow-up efforts with persons referred by PAC members. Heather and Joe discussed ideas including committee membership, surveys, and focus group ideas. PAC was also informed of ongoing efforts to involve Native American community more in SDHHC.

PAC next addressed plans for 2019 Legislative day which is January 28, 2019 at state capitol at Pierre. PAC members discussed ideas for marketing. Davis informed the PAC that an application was sent to SD NAMI to join group for SD mental health and homelessness day. There is a \$250 fee that covers the cost of a meal for legislators, table for event, and space to meet with law makers in capitol rotunda. The plan is to send out email to SDHHC to ask for volunteers to help with planning and attend the event. Heather reported that she was barred from participation due to her employer's requirements. Joe reported that he already has another event to attend on that day.

The PAC discussed Coordinated Entry System (CES) – Community of Practice TA. Davis and Denise will be involved in CES pilot project for HUD TA on CES beginning in mid-January. The plan is to keep the PAC informed.

There was a discussion on the next quarterly meeting of SDHHC. The SKYPE option was raised by Davis. Joe and Heather both voiced their concerns with lack of involvement from participants using the SKYPE option for the December meeting. PAC seemed to agree that SKYPE option didn't work well in regards to facilitating conversation and collaboration of members. Joe reported his understanding that SKYPE wouldn't be used unless the weather is a factor. In the end the PAC agreed that the next meeting would be on March 5, 2019 at Chamberlain without SKYPE option for attendance.

The PAC was informed most recent updates on PIT Count organizational efforts. An agreement is being made with Augustana University to lead PIT Count effort in Sioux Falls. Heather Bailey asked that VA be put into contact with Suzanne Smith, Augustana University.

The meeting was formally adjourned. Joseph moved and Stephanie seconded to adjourn. The next general monthly PAC meeting will be Thursday, January 10, 2019 at 11 am central time.