SDHHC
Policy Advisory Committee (PAC)
11/12/2020 Meeting Minutes

Members present
Alexandra Miller, Chair
Kim Hansen, Secretary/Treasurer
Montie Barkley
Anita Deranleau
Mark Kiepke
Jamie Kirsch
Anny Libengood
Kathy Rutten
Sherry Scudder
Joseph Tielke
Pauletta

Members absent

Other attendees (SDHDA)
Stephanie Monroe
Denise Albertson
Lorraine Polak

There were nine members of the PAC present today to meet a quorum.

Agenda:

- PAC Minutes from 9-20 – attached: Minutes were reviewed. Joseph suggested adding more information regarding the suggestion's PAC had for the PIT Committee. Alex agreed to forward a copy of the letter sent to the PIT Committee to PAC.

- HMIS NOFA Update: Veteran's administration upload for HUD VASH beds. HUD has uploaded a tool for the VA, which is being tested in the HMIS system. Some issues with mapping categories that is being worked out with Eccovia. Progress continues to be made with the pilot project. No specific updates on the platform testing other than it is being worked on. We have about a year left on our grant.

- *SDHIS Data Quality Plan* review for approval of updates (part of HMIS NOFA Activities) – attached. Jamie asked about being more specific about what information is being provided regarding data quality. Everything remedial that is

being asked of organizations who are struggling with data quality. Joseph agreed that this should be outlined, and more specific information should be given. Denise suggested that adding monitoring frequencies or methods to help with clarification and Alex agreed. Denise also suggested adding specific information in regards to roles and responsibilities, such as HMIS Administrator, etc. Denise and David have agreed to work on getting this information added and getting it out to PAC.

- *SDHMIS Agency Partnership Agreement* review for approval of updates (part of HMIS NOFA activities) – attached. This was voted on and approved by a majority vote.

- Kiteworks does not seem like a viable option for document updates. Testing was done on the Kiteworks data sharing system for document editing. When changes are made it is an overwrite that does not occur in real time, so this would likely not be a good option for us, as we would have several documents going at one time. Lorraine interjected that if appropriately labeled it will save individual changes to one document, but it would be a lot of work for one individual to keep track, so the best option might be to look for something else. Alex said she has done some research and so far, has been unable to find any platforms. Lorraine suggested the possibility of Microsoft Teams. Jamie mentioned some platforms being used in their community, such as Sharepoint and has agreed to do some checking into platform options. Discussion of what costs might be associated with some of these platforms. Anny visited about Googledocs capabilities with overwriting. Alex said that ideally document suggestions would show up as highlighted or underline and note who made the changes. After further discussion Alex asked for input on what the PAC wanted to move forward with. It was decided that we would try the free version of Microsoft Teams.

- YAB Funding Processes & Plans – Davis shared that there's a lot of exciting about the funding commitment received and the plans to move forward. The YAB meets today to discuss their plans. VOA is willing to spearhead the dispersal of funds and work with SDHDA to take on the responsibility of getting funds to individuals. This is from general funds from SD Housing and some CoC funds. After years of work this group is in action, which is very exciting. Davis is going to ask for a report to update the Homeless Consortium at the next quarterly meeting. It is anticipated that the NOFA will come, as HUD says the plan is to release it yet this year. Check the HUD Exchange for further information, as there is a lot of information there.

- CES Policy & Procedures updates – attached. Anita emailed some questions, so Alex addressed whether her questions had been clarified by an email response from Denise. Anita said she feels the information is not clear in the policies and procedures. Stephanie clarified additional information. Anita expressed concerns about the process of how households are responded to and the timeliness of services being offered. Davis talked about the build out of the system and a need to address prevention resources. Denise discussed the information with the Helpline and the resources being offered if someone does not qualify under the definition or needs to be removed from the CES list. Anita talked about some of the current concerns taking place with COVID. Jamie brought up the prioritization list qualifications and the number of people in need that are being missed due to low scoring. She inquired about short-term housing solutions for these individuals who need assistance yet do not score high enough. Sherry suggested bringing awareness to the Homeless Board regarding the homeless definition. There are new board members on the Pennington County Homeless Board and awareness needs to be brought to them to add to their policies and procedures. Anita brought up a conversation she was recently having regarding the differences in state ruling concerning the definition of homelessness. Sherry confirmed that every housing authority has their own preferences and information needs to be brought before the Board. Anny interjected that this has been an issue in Sioux Falls as well, that homeless individuals used to take priority on waiting lists, but that is no longer the case. Homeless individuals are getting bumped off lists. This is a conversation that needs to be continued. Jamie brought up a concern with domestic violence – Sherry indicated that there is advocacy going on regarding this matter. Davis said that there is work being done with CASA, but there are not tools to incentivize this. Davis is going to check into groups beyond CoC grantees to prioritize homeless individuals and get back to the PAC. There are also some grants out there that can be considered if someone will agree to take on the grant. Davis offered to assist with doing an application for anyone who is interested. Stephanie mentioned some of the other programs out there that have resource options out there that can be looked at, particularly with the build out on the homeless definition. Sherry inquired about HMIS roles and responsibilities being added to final document, this will happen. The document was voted on and approved by the PAC with these changes.

The PAC agreed to adjourn the meeting.

*Next meeting 12/10/2020 at 11AM CDT/10AM MT