

**SDHHC**  
**Policy Advisory Committee (PAC)**  
**06/11/2020 Meeting Minutes**

**Members present**

Joseph Tielke, Co-Chair  
Sherry Scudder, Co-Chair  
Kim Hansen, Secretary/Treasurer  
Kathy Rutten  
Alexandra Miller  
Jamie Kirsch  
Melanie Bliss  
Montie Barkley

**Members absent**

Mark Kiepke  
Lisa Schrader

**Other attendees (SDHDA)**

Davis Schofield  
Denise Albertson  
Lorraine Polak

We have been informed by HUD that SD will be receiving an additional \$5,554,958 for ESG-CV2 allocation. This brings the funding to over \$7,000,000.

As you may imagine, this is a considerable amount of additional funding for ESG. SDHDA is working on a number of pertinent activities including education and planning that are involved with this planned funding. The coming months will definitely be very interesting and highly important to the efforts to address homelessness related concerns across the state.

**Agenda:**

- May 2020 meeting minutes (attached June 5th): Sherry made a motion to accept the minutes as written and Alex did a second. Everyone was in favor to accept the minutes.
- June 16 SDHHC quarterly meeting: this meeting will be held via Skype.
- 2020 PAC election report, candidates, & planning (attached June 5th): two PAC seats available. Sherry Scudder is seeking re-election and Anny Libengood from Sioux Falls has submitted a letter of interest. Melanie has been on the PAC for 20 years and we want to honor her service and hope that she continues to remain active in. Davis asked for opinions on how we should do the election, since we have only received the two applicants and have only the two positions available. It was determined that everyone involved should have an equal vote to remain consistent with the election process. The by-laws were checked to see if nominations would be accepted from the floor at the Consortium meeting, and there was no indication that was the case. The election is to be approved by the PAC. Davis will work to get a survey monkey together and added to the power point for the quarterly meeting. PAC will meet at the close of the

Consortium meeting to welcome new members and elect new officers. Revisited our previous discussion about

- YHDP update & discussion: This is a way to upload data from our HMIS system. Joseph asked if this is in real time or a onetime annual upload. Davis said that it is an annual upload. Jamie asked about the ability to expand this system for the purpose of community based case conferencing, etc. Davis said there are options for this type of eligibility and we will likely be seeing some changes to our system in the future. Jamie talked about the desire to use this system to identify gaps concerning basic needs and prevent youth homelessness. The PAC discussed different strategies as far as various counties within the state applying for the NOFA, or rather we focus on certain areas, etc.; where is the geography for this application? Thus far we have primarily seen Sioux Falls/West River.
- Coordinated Entry System (CES) Policy and Procedure Manual Updates – review for approval (attached June 5th): The technical parts of CES are growing. David proposed that we consider approving the updated documents that will likely become mandated by HUD in the upcoming months. We will also likely be looking at more required updates in the very near future. There has been a lot of work put into updating of language, etc. Joseph made a motion to approve the CES Policy and Procedure Manual with updates. Alex did a second and all PAC members voted to approve.
- CES annual training July 28-29: Davis will be reaching out for speakers particularly for a couple of different items that will be focused on.
- HMIS NOFA report – document discussion:
- SD Housing for the Homeless By-Laws & SDHHC Governance Charter – combining documents for consistency & updating with technical assistance guidance review for approval (attached June 5th): Submitted what we had and were asked for additional information. Davis is trying to bring the two documents together and clarify and add any additional information that was missing as recommended by technical assistance provider. This will be submitted to TA provider and HUD prior to June 30<sup>th</sup>. This is a similar situation to what CES once was. Again, we will likely have another revision in 3-6 months. Sherry made a motion to pass, Melonie made a second and all PAC members agreed to move forward.
- Merging HMIS Gov Charter & HMIS policies and procedures – (attached above): Denise is working on changes and she and Davis need to have a discussion prior to bringing this information to the PAC. This item will be tabled until June 16th. All PAC members agreed to table this discussion.

\*Next meeting Tuesday, June 16<sup>th</sup> following the Consortium meeting

The PAC agreed to adjourn.