

**SDHHC**  
**Policy Advisory Committee**  
**2-20-18 Meeting Minutes**

**Members present**

Chelsie Ogaard  
Montie Barclay  
Stephanie Monroe  
Joseph Tielke  
Andrea Denke  
Barbara Garcia

**Members absent**

Kim Clausen  
Anita Deranleau  
Melanie Bliss  
Joanne Harry shirt  
Kim Clausen  
Stacey Tieszen

**Agenda**

- Discussion, review, and consideration of CES Manual updates, CES Grievance process, SDCES consent to document collection, SDCES Rights and Responsibilities, SDCES ROI, SDHMIS Consent of Data Collection,
- Coordinated Entry System implementation update

The Policy and Advisory Committee was represented by a quorum of membership allowing for official business to be conducted. The PAC had been furnished with the above listed agenda documents drafts for review for one week prior to the meeting today. The first order of business was a discussion on CES Manual and recent updates. The PAC was informed that updates were made to CES Manual that involved requirements of HUD obtained from CES Self-Assessment materials furnished by HUD and also by suggestions made by contracted CES consultants from Corporation for Supportive Housing. The PAC reviewed the additions to the CES manual. Stephanie Monroe moved and Barbara Garcia seconded that the CES Manual Draft be approved in 2<sup>nd</sup> draft form and the new CES Manual draft be posted to the SDHHC webpage and emailed to consortium members for a 30 day comment period. It is anticipated that a final version of the SDHHC CES Manual. The PAC present voted unanimously to adopt this plan. Writer will plan to complete these tasks as directed.

The next order of business was to review and discuss CES Grievance procedure process. Several suggestions for changes were made by PAC membership. Grievance plan will be updated with changes and suggested and prepared for PAC review at the next PAC meeting on 3-20-18. The updates to be made in CES grievance procedures include; adding information to the document for translation services,

clearly stating that any grievance will be reviewed, informing regional coordinators and CES project Manager sooner in the he process. References should also be made in the document to the SDCES Rights and Responsibilities.

PAC reviewed SDCES Consent to document Collection. A number of concerns were raised involving privacy protection and the use of shared information. The Pac would like Foster Care documents to be removed from the list of documents to be obtained in CES intake process.

PAC reviewed SDCES Rights and responsibilities, SDCES ROI, and SDHMIS Consent of Data Collection. The use and importance of each document was discussed by PAC members. The similarities and differences of the documents was discussed. Joseph Tielke discussed the work that HMIS Committee had been doing to create and update these documents in order to meet standards required by HUD.

PAC members agreed to revisit CES grievance process, SDCES consent to document collection, SDCES Rights and Responsibilities, SDCES ROI, SDHMIS Consent for Data Collection at the next PAC meeting. Writer will facilitate further review of the documents and incorporate the ideas presented by the PAC today and prepare for another review of documents at the next PAC meeting.

PAC members agreed to meet next on 3-20-18 at Pierre during lunch break for SD Housing for the Homeless Consortium Meeting. Writer will plan to furnish agenda items one week prior to meeting and make request for agenda items from PAC. The meeting was adjourned at this time.