

SDHHC
Policy Advisory Committee (PAC)
5-09-19 Meeting Minutes

Members present

Joseph Tielke, Co-Chair
Stephanie Monroe, Co-Chair
Sherry Scudder
Anita Deranleau
Andrea Denke

Members absent

Montie Barkley
Melanie Bliss

Other attendees (SDHDA)

Davis Schofield
Denise Albertson

Agenda

- Eccovia Solutions Data Sharing Presentation
- Review PAC minutes for 4/18/19
- Youth Advisory Board (YAB) Youth Homeless Demonstration Project (YHDP)
- Yearly Document Review; SDHMIS SOP, SDHMIS Governance Charter, SDHHC Data Quality Plan
- Coordinated Entry System – Community of Practice – Dynamic System Element
 - Flexible use of CoC Resources
 - CoC Funded Project Administrative Plan Discussion
- PAC Elections discussion
- Homeless Summit Discussion
- HMIS NOFA Update
- CoC spending Report

The Policy and Advisory Committee was represented by a quorum of members allowing for official business of SDHHC to be conducted. The Item today was a presentation on Data Sharing by Eccovia Solutions. Eccovia is the HMIS vendor for SDHHC. Sam Taylor of Eccovia Solutions supplied power point for presentation. Desta Taylor of Eccovia Solutions also provided information. Joseph Tielke and Sherry Scudder provided questions that Sam Taylor answered. Denise Albertson provided additional supporting information and linked the presentation today

to the current HMIS NOFA. Sam and Desta left the meeting after the presentation and questions.

The next item was a review of the April 2019 PAC meeting minutes. Sherry moved and Joseph seconded and the PAC voted to accept minutes.

The PAC was informed of the Youth Advisory Board (YAB) surveys being completed. Davis provided some information on recent activities, meetings, and current efforts to organize YAB. Partners received 30 \$10 gift cards from SDHDA and are distributing as surveys are completed with YAB candidates. The goal remains to develop YAB and survey seeks to elicit information as well as recruit further involvement. This survey period will be about one month. The plan after the first survey is completed is to prepare for the second survey all the while working to identify the YAB moving forward.

PAC members were presented with information on SD Coordinated Entry System (CES) community of practice (CoP) dynamic system element. Davis and Denise provided PAC information on HUD CoP activities. During CoP and CES case conferencing activities, a need was realized involving CoC grantee projects and administrative plans for these projects. Recent review of CoC grantees during CoC Grantee work group revealed that current CoC funded projects either don't have formal administrative plans or the plans they do have are most likely in need of updating. Davis proposed that CoC grantee projects applying for renewal grants be required to provide an updated administrative plan as part of 2019 CoC funding competition. Stephanie Monroe asked some clarifying questions. Davis proposed informing the CoC grantees now to allow time for grantees to make preparations and prepare administrative plans for the CoC funded projects as part of CoC application process for renewal grants. PAC members did not object to this plan of action and CoC grantees will be informed of this plan. Denise mentioned that ESG grantees are required to submit administrative plans as part of that grant process.

The next order of business today was a discussion about yearly SDHHC document review items; SDHMIS SOP, SDHMIS Governance Charter, SDHHC Data Quality Plan. The PAC was informed of the process and plans for yearly document review. The PAC has been emailed a copy of the current documents and HMIS committee is also reviewing. The SDHMIS SOP and SDHHC Data Quality Plan were tabled and will be reviewed by HMIS committee and revisited at June 2019 PAC meeting. A proposed amendment was provided to PAC for SDHMIS Governance Charter. Joe moved and Stephanie seconded the amendment, which was then passed by PAC.

The next agenda item was the 2019 PAC elections. There was much discussion. There was a general discussion on PAC election processes. Davis was directed by PAC to email consortium a final request for interested parties to provide either a letter or resume with information about candidates qualifications and to provide a brief summary for consortium candidates via email. Stephanie discussed election process and she and Joe plan to complete the election processes at the homeless summit during the quarterly consortium meeting as the current PAC Co-Chairs.

Sherry discussed the importance of PAC candidates providing information on qualifications. There was a discussion on election processes. It was agreed that nominations may be made prior to the election. Stephanie and Joe requested that a ballot be created prior to the election with those who have provided resume or letter and with nominated write in candidates also being accepted. PAC members discussed the possibility of making formal changes to PAC election processes in the future.

PAC was provided with updates on Annual Homeless Summit. Anita Deranleau reported her intention to attend the summit. The online registration is open. PAC should not register and lodging accommodations have been made for PAC members. PAC will be provided with latest agenda via email.

The HMIS NOFA information was provided to PAC members. The PAC was informed of the 5/15/19 due date for information to clarify and correct grant application. SDHDA is diligently working to prepare the submission.

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.

CoC spending report received from HUD for the CoC grantee projects was briefly reviewed. Joe, Stephanie, and Sherry all had questions, and comments. A more thorough review of this document is planned.

PAC agreed to adjourn.

The next PAC meeting is Thursday, June 13, 2019 at 11 am Central time.