

7/11/19 Kim Hanson – PAC Meeting Minutes

Attendance: Sharon Scudder, Joseph Tielke, Andrea Denke (called Davis to say she was going to be late), Anita Deranleau, Melanie Bliss, Montie Barkley, Kim Hansen, Kathy Rutten, Alexandra Miller, Lisa Schrader, Mark Kiepke

-June 13th meeting review

PAC Meeting Agenda

- 2019 CoC funding Pre-application and recruitment of new projects
 - Press release to public
 - Davis received a call from Wells Fargo with an inquiry after the press release
 - 80 page NOFA – optimistic regarding scoring improvements
 - read through to ensure you're prepared
 - Davis will be working on a worksheet
 - Davis sent the timeline for the competition
 - HUD putting points in for CoC reallocating
- Per diem plans & process
 - Submitted 3 out of the 4; troubles with Anita's email address when Davis emails her –Sherry will reach out to Anita.
 - The Per Diem process should be smoother going forward
- PAC Code of Conduct - yearly review
 - The members present at the annual Homeless Summit signed their copies at the Summit
 - Melanie expressed that she will sometimes sign her messages 'Love, Melanie', which goes against the code of conduct
 - The conflict of interest with government employees was brought up with a question of who would count as a government employee. Can we still participate in Legislative Day at the Capital? Davis/Lorraine indicated that this is okay, as long as we're not focusing our efforts on one party more than others.
 - Sherry made a motion to accept. Kim did a 2nd. All were in favor to accept the code of conduct as is.
- SD Housing for the Homeless Consortium By-laws – yearly review
 - Proposed amendments
 - Article III –Membership: states that a homeless or formerly homeless person within the State of SD to actively participate in a long term collaborative planning process focused on issues of homelessness. Davis proposed that this be changed to read 'two persons with lived homelessness'.
 - It was noted that the By-Law reads that we have a position of Secretary/Treasurer, however, thus far no money has passed through the PAC. Should we remove the Treasurer piece or leave it?
 - Article VII –Requirements: "The PAC shall consist of 11 members of which 6 or more, including one co-chair must be present to have a quorum. A majority vote (51%) of members present is required to make decisions. –It was proposed that we change the percentage to 50%

-Article IX –Election of Officers and standing Committee Chairs. –Reads that PAC members will serve two consecutive four-year terms. Motion to strike? It was determined that ‘will’ will be changed to ‘may’, as eight years is a long time to commit.

-Article VII –Officers’ responsibilities –Joseph brought up the fact that it is noted that the co-chair will establish the agenda for all PAC meetings, however, this is currently being done by Davis.

-It was proposed that all position holders read their dedicated responsibilities and make a decision whether they are fitting, or would like to see changes and reach out to Davis.

-Kim interjected that she doesn’t have a problem with serving as both secretary & treasurer and indicated that she is taking notes for today and asked that members state their name when making comments until she becomes familiar with everyone.

-There was a motion to move forward with the three proposed changes to the By-Laws by Joe, Sherry 2nd, all were in favor.

- HMIS NOFA report and HMIS review plan discussion
 - Phase II has been passed and will be implemented in September. The two phases are 1. Training. 2. Data integration.
 - It is anticipated that this will have a positive impact.
 - Review of HMIS will be an annual requirement and we will need to develop a process. It has been determined that the Committee will be responsible. Davis will reach out to other CoC’s to get ideas for our process. Please research this on your own and give input.
 - Sherry inquired about whether there will be a follow up phone call to discuss. Davis will reach out and follow up with us.
 - Andrea joined the meeting at 11:38AM CDT.
- PAC terms of service (attached)
 - Terms were sent out to all Governing Members
 - The terms were discussed, as there were some discrepancies notes in dates of certain terms.
 - David will double check all terms and send an updated copy with adjustments/updated information.
- Draft 2019 Timeline CoC Competition (attached)
 - The Committee will need to pick due dates regarding APR
 - Go back and use last accepted date if new one isn’t submitted by 07/31. Could have an APR in 2018 as not due yet.

Calendar dates:

-Need to develop a ranking tool – there was a lot of prep work done last year for this.

-Proposed meeting date (call) 07/23 at 11AM CDT (10AM MDT)

-The information needs to be sent out sooner than later, due to several new PACT members.

-Proposed changes need to be submitted to HUD

-We need to feel comfortable with the ranking tool, as if an entity falls to the bottom it could bump them off.

-Davis will do a preliminary review and send out ASAP.

-Melanie and Andrea will both be absent July 23rd.

-If unable to attend meetings, please review the information ahead of time and send out proposed changes.

-The NOFA is 12 days later this year than last.

- The first drafts will be due August 8th electronically
- The PAC will convene in person 9/10-11. Davis has tried to align with the quarterly Consortium meeting. Due to conflicts we are looking at moving the Consortium meeting to Sept. 10th 2019 at 10AM. When
 - When the meeting convenes at 3:00 CDT, we will start our PAC meeting to start reading and ranking applications. We will convene at 5 or 6, then reconvene the morning of Sept. 11th to finish our review/
 - Ranking. Davis will talk to Lorraine regarding per diem, since this will be an overnight visit. Davis will look at a different hotel, due to complaints regarding the hotel selection for the recent CES meeting.
- Review of dates 7/23 (phone) 11AM CDT, 7/30 (phone) 11AM CDT, 9/10-11 in person in Pierre: Consortium will be at the Visitor's Center, when it convenes we will move to the board room at SDHDA board Room.
- Davis will make corrections to the timeline and get it back up.

Other business:

- Melanie asked about Steve Stunes –he is still the administrator of CES, but has been having some health issues, so his work time has been limited.
- Melanie brought up that UGM has new staff –apparently the roof over their dining hall recently fell in and they reached out to the Banquet asking for assistance with getting their guests fed. Since the UGM
 - Has reached out for help, is this a time to work on relationship building with them?
 - St. Francis House is coming along – their expansion is large, nice architecture and will have 120 beds total when complete
- On Tuesday Melanie attended the City Hall meeting after she observed several individuals slumped on sidewalks in front of different businesses. She was told that sidewalks are not private property,
 - Therefore this is not illegal. Melanie wrote a follow up testimony and felt that her concerns were dismissed.
- Denise indicated that we have partners reaching out to shelters to work on relationship building and education.
- Melanie expressed concern that BDHH is sending individuals to the Salvation Army to eat on weekends.

Meeting adjourned at 12:11 PM CDT. Next meeting Tuesday, July 23rd at 11AM CDT via phone – We will be reviewing the scoring tool for NOFA.