

**SDHHC**  
**Policy Advisory Committee**  
**3-20-18 Meeting Minutes**

**Members present**

Chelsie Ogaard  
Montie Barclay  
Stephanie Monroe  
Joseph Tielke  
Andrea Denke  
Anita Deranleau  
Stacey Tieszen  
Melanie Bliss

**Members absent**

Kim Clausen  
Barbara Garcia  
Joanne Harry shirt

**Other attendees**

Davis Scofield  
Denise Albertson  
Lorraine Polak  
Steve Stunes

**Agenda**

- Discussion, review, and consideration for approval of CES Policy and Procedure Manual, CES Grievance Process, Participant Critical Document Collection Consent, Participant Rights and Responsibilities, Participant Release of Information, and Participant Consent of Data Collection (SDHMIS)
- Recruiting individuals with experience of homelessness in SDHHC and in leadership capacities

The Policy and Advisory Committee was represented by a quorum of membership allowing for official business to be conducted. The first order of business was a discussion on South Dakota Housing for the Homeless Consortium Coordinated Entry System Policy and Procedure Manual (CES Manual). The PAC was informed that the CES Manual draft has been posted to the SDHHC webpage and has been emailed to SDHHC membership for a 30 day comment period. No comments have been received at this time and thirty day comment period will be complete on 3/22/18. Stephanie Monroe motioned and Joe Tielke seconded that the CES Manual, as presented, be approved by PAC if no comments are received by 3-22-18. The PAC present voted unanimously to adopt the CES Manual.

The next order of business was to review and discuss South Dakota Housing for the Homeless Consortium Coordinated Entry System Grievance Process (CES Grievance). Andrea Denke requested to amend the CES Grievance by adding language at the end of Part 2 to read "Regional Coordinator contact

information can be found at Access Points and on SDHHC webpage - [www.housingforthehomeless.org](http://www.housingforthehomeless.org).” Joseph Tielke motioned that the CES Grievance be approved as amended. Chelsie Ogaard seconded the motion and the PAC voted unanimously to approve the CES Grievance as amended.

The third item discussed was review of the following forms: Participant Critical Document Collection Consent, Participant Rights and Responsibilities, Participant Release of Information, and Participant Consent of Data Collection (SDHMIS). Stephanie Monroe requested to amend all of the forms titling each of the forms, “SD Coordinated Entry System” and beneath this title list the name of each document and amend the forms as necessary to ensure consistency between the forms. Stephanie Monroe motioned that the forms be approved as amended. Andrea Denke seconded the motion and the PAC voted unanimously to approve the forms as amended.

The final agenda item addressed was inclusion and recruitment of additional consumers (formerly homeless) to SDHHC membership and leadership positions. Montie Barkley discussed the difficulty in attending meetings with limited financial means and resources. Montie suggested that SDHHC representative could go shelters such as Cornerstone Rescue Mission and actively recruit folks for SDHHC membership. Montie also suggested that staff at emergency shelter and other programs may help to identify folks with an interest for involvement in SDHHC. Andrea Denke discussed contacting programs housing people and check with these programs to make contacts with folks being housed to gain additional input and membership. Andrea also suggested partnering with NAMI SD to possibly locate additional people with an interest. The PAC also discussed Domestic Violence providers for additional involvement in SDHHC. Melanie Bliss discussed SDHHC reaching out to Children’s Advocacy Group, Grow SD, Various Faith Based groups as a means to develop and recruit membership.

The PAC adjourned to rejoin the SDHHC quarterly meeting. The PAC agreed to revisit the discussion on membership and leadership recruitment of persons with an experience of homelessness at the next PAC meeting scheduled for 4-17-18.