

SDHHC
Policy Advisory Committee (PAC)
5-15-18 Meeting Minutes

Members present

Montie Barclay
Joseph Tielke
Stephanie Monroe
Stacey Tieszen
Joanne Hairy Shirt
Kim Clausen
Melanie Bliss
Stephanie Monroe

Members absent

Barbara Garcia (resigning due to conflict of interest)
Chelsie Ogaard
Anita Deranleau

Other attendees (SDHDA)

Lorraine Polak
Denise Albertson
Davis Schofield
Steve Stunes (consultant)

Agenda

- Review 3-20-18 PAC Minutes for approval
- Homeless Summit Update
- Coordinated Entry System Implementation update
- Review and consider documents
 - SDHMIS Standard Operating Procedures
 - SDHMIS Governance Charter
 - SDHHC Data Quality Plan

The Policy and Advisory Committee was represented by a quorum of members allowing for official business of SDHHC to be conducted. The first order of business was the review and approval of 3-20-18 PAC meeting minutes. Kim Clausen motioned and Stephanie Monroe seconded that the 3-20-18 PAC minutes be approved. PAC voted unanimously to approve the minutes.

The next order of business was a discussion on the 2018 homeless summit. The summit agenda was reviewed by the PAC. Questions were asked and answered about motels in the Oacoma area. The PAC was referred to email sent yesterday that contains links for summit registration and information including agenda. There was a discussion on the homes summit programing. The PAC discussed the five

PAC positions up due to term expiration and resignation due to a conflict of interest. The PAC election will be completed at the SDHHC quarterly meeting following the homeless summit programming on June 13th at Oacoma. A discussion by PAC members included the need to consider representation of various populations and regions within the state for PAC membership. There was also a discussion on individuals that may be PAC candidates.

Kim Clausen and Melanie Bliss discussed issues associated with SDHHC membership and increasing the membership rolls and efforts to include persons. There was a discussion had on the greater inclusion of various groups and populations of people and regions of the state in future recruitment activities to increase membership and diversity in SDHHC. There is reportedly an event planned in Pine Ridge this summer that Kim and Melanie may attend together. Kim also discussed the expansion efforts of groups involved in the annual homeless count. Kim was invited to join in homeless count committee to help steer efforts to further involve groups including Native American communities. Kim discussed some of her contacts and associations and Kim may be able to help SDHHC communicate more effectively.

The next order of business today for the PAC included review and consideration of SDHHC Documents; SDHMIS Standard Operating Procedure, SDHMIS Governance Charter, and SDHHC Data Quality Plan. PAC was informed of plans to review all SDHHC documents each year to keep in compliance with HUD requirements and to ensure that the documents are properly updated in a process and reviewed by PAC for approval. PAC had been provided with the three documents for review prior to this meeting. A discussion was had by the PAC about SDHMIS Standard Operating Procedures. Joseph suggested a correction of a typographic error. There was a general discussion. Kim motioned and Joseph seconded that SDHMIS Standard Operating Procedure be approved with the error corrected. The PAC voted unanimously to approve.

The PAC reviewed the SDHMIS Governance Charter. PAC was informed that the document had been reviewed in HMIS committee and updated to reflect changes in HUD guidance. The language of the document has also been updated to reflect consistent use of terminology in SDHHC documents. Stephanie moved and Stacie seconded that the SDHMIS Governance Charter be approved. The PAC voted unanimously to approve.

Next, the PAC reviewed the SDHHC Data Quality Plan. A discussion occurred on data quality, and the process of the Data Quality Plan development over the past several months. Joseph moved and Kim seconded approval of the SDHHC Data Quality Plan. The PAC voted unanimously to approve. There was a discussion on the ongoing efforts to address data quality and the benefits of improved data quality. The PAC was informed of the latest work in committee with CoC grantee work group on data quality efforts and progress noted.

Lorraine introduced a discussion on the upcoming CoC NOFA. The application process will begin soon. PAC was informed that CoC completion debriefing should also be completed very soon. SDHHC has not yet been informed of the score earned in 2017 NOFA competition. Discussion occurred on recruiting new agencies and new project ideas for the CoC collaborative application. PAC members were asked to consider if they had knowledge of any new organizations to market the application processes and materials, and to consider sharing information with potential applicant agencies that may not be aware of the CoC funding process.

Montie Barclay introduced a discussion on the PAC membership make-up and his efforts to recruit folks with an experience of homelessness to SDHHC and PAC. A plan was developed for PAC members to meet with individuals that Montie identified as having an interest in the homeless consortium and having homelessness experience. There was a discussion on the challenges of PAC membership including costs associated with attending meetings including the homeless summit. Melanie expressed her concerns with the monetary costs of PAC membership for those not sponsored by their employees or other organizations. The concern Melanie voiced was for folks possibly being excluded due to costs prohibiting their involvement. The PAC was informed that SDHDA has been doing research on the subject of CoC Board composition and the idea of stipends to allow for greater participation of folks with limited financial resources. The issue of stipends is one of budgets and availability of funding. The PAC was informed of planning grant funds and the uses of these funds currently for activities including costs associated with the PIT Count. SDHDA has provided funds for scholarships for summit attendance costs including motel and registration fees. Further discussion of the stipend discussion is planned with leadership of SDHDA.