

April 18, 2019

Greetings South Dakota Housing for the Homeless Consortium (SDHHC),

On June 18, 2019 at the 14<sup>th</sup> Annual Homeless Summit at Oacoma, SD SDHHC will elect six members to the Policy and Advisory Committee (PAC). The PAC is the governing board of SDHHC which is SD-500 State wide Continuum of Care (CoC). SDHHC is actively recruiting members to serve on PAC and this letter serves as an invitation to potential PAC member, as well as, informational tool about the PAC and the responsibilities this office entails.

The following is a list of PAC membership facts. 1) PAC is elected by the SDHHC membership. All SDHHC members are allowed a vote. All persons with an interest in preventing and resolving homelessness and persons with a lived experience may become a Consortium member. 2) There are 11 PAC members and this includes two Co-Chairs and a Secretary/Treasurer. 3) PAC terms of service are four years. A PAC member may be elected to serve out a vacated term and in this case the term is the remainder of the vacated term. 4) All PAC members must complete a PAC Code of Conduct Agreement.

PAC duties include various important tasks. 1) PAC is the governing board of SDHHC and approves all official documents, policies, and procedures for SDHHC. 2) PAC members attend monthly conference call meetings. A quorum of PAC members is required to conduct official PAC business. The current monthly conference meeting is, 2<sup>nd</sup> Tuesday of each month at 11 am, Central Time. 3) PAC members attend quarterly meetings of the full membership of SDHHC. 4) PAC members perform leadership activities for SDHHC and represent the organization in various ways, including membership in other SDHHC committees. 6) PAC oversees the annual Continuum of Care funding competition.

The PAC CoC funding competition responsibilities are an important duty of the office. Based upon the annual CoC Notice of Funding Availability (NOFA) the PAC is responsible for development and approval of the following. 1) Develop timeline for CoC application for process. 2) List priorities for CoC funding. 3) Solicit new and renewal funding applications. 4) Create ranking tool for applications. 5) Rank applications and place in funding tiers. 6) Participate in creation and review of CoC collaborative application.

PAC reimbursement plan. PAC membership includes investment of time and travel costs. CoC Planning Grant funds are to be utilized to mitigate these monetary costs for PAC members. A PAC reimbursement plan is being finalized with an implementation goal of June 2019. The per-diem, mileage, and lodging reimbursement plan is based upon South Dakota state travel rates.

Please consider your motivation and availability for this important opportunity. Please contact Davis Schofield, CoC Administrator with any questions. Should you be interested in PAC membership please provide a resume and/or letter detailing your qualifications to [davis@sdhda.org](mailto:davis@sdhda.org) no later than May 7, 2019. The current PAC election plan will provide information about those seeking election to SDHHC membership prior to the PAC election on June 18, 2019 in order that members may make an informed decision.