

SDHHC
Policy Advisory Committee (PAC)
10-11-18 Meeting Minutes

Members present

Joseph Tielke, Co-Chair
Stephanie Monroe, Co-Chair
Heather Bailey
Andrea Denke
Anita Deranleau
Sherry Scudder
Montie Barclay

Members absent

Joanne Hairy Shirt
Kim Clausen
Melanie Bliss
Chelsie Ogaard, Secretary

Other attendees (SDHDA)

Lorraine Polak
Denise Albertson
Davis Schofield

Agenda

- 2018 CoC Competition Ranking Tool; evaluation/discussion/planning
- CoC Governance Charter Agreement; yearly review/proposed changes/discussion
- Annual Gaps Assessment for SDHHC
- December 4th SDHHC Quarterly Meeting; options/discussion/scheduling
- 2019 PIT/HIC; updates/organization/challenges/goals
- Rural Housing Workshop October, 22-23 Rapid City & 25-26 Sioux Falls
- Coordinated Entry System Updates

The Policy and Advisory Committee was represented by a quorum of members allowing for official business of SDHHC to be conducted. PAC meeting minutes from 9-13-18 were not reviewed as Chelsie Ogaard, PAC Secretary is on leave and not available today. The plan is to review today's and 9-13-18 meeting minutes at the 11-8-18 PAC meeting.

The first order of business today was a review and discussion on 2018 CoC Competition Ranking Tool. Sherry Scudder opened the discussion by requesting that greater clarification be provided for leveraging and defining what constitutes committee membership/participation for CoC funding applicants. Heather Bailey discussed the Self-Score portion of CoC funding ranking tool and Housing

First. A discussion was had on project applicants committing to Housing First as opposed to the demonstration of Housing First practices by the applicants. Stephanie Monroe discussed Self-report versus use of evidence for scoring on Housing First question. Davis and Lorraine explained the processes that were involved in Housing First commitment being made by all CoC project funding applicants. The projects that had not originally designated in applications as Housing First were given educational materials and asked to consider committing the HUD Best Practice of Housing First. Some of the projects discussed the Housing First criteria/commitment in phone conversations as well. Anita Deranleau and Stephanie discussed project oversight/audit and actions steps for projects committed to Housing First and how this idea plays out in practice within projects. Lorraine discussed the use of HMIS data and other evidence including CES data as possible measures of Housing First use by projects applicants. Heather opened discussion on Program Management scoring. A discussion of HUD reviews and projects making corrections was had. Lorraine discussed the importance of consistency and suggested that HUD audits be reviewed for finding and considered based upon the finding and the corrective actions taken by projects to remedy any findings. Stephanie discussed the fact that few projects are audited by HUD each year and that those audited shouldn't be unfairly scored as compared to others based upon limited HUD auditing. Lorraine discussed the use of ESNAPS data and careful consideration of audits findings as remedy's made for any HUD findings and that the severity of any finding needs to be considered. The Pac consensus was to request that SDHDA work in the next month to address the concerns described today. Davis reported his intentions to address PAC ideas and incorporate into a draft of 2019 CoC ranking policy and to provide PAC with draft prior to November meeting. Lorraine requested that PAC keep in mind that HUD priorities for 2019 CoC funding application will also need to be considered for final 2019 CoC ranking tool.

The next order of business was a review of the proposed amendments to the SDHHC CoC Governance Charter Agreement. PAC members were provided with the document including proposed amendments. This document along with all other SDHHC are on a yearly review system per HUD best practices. Davis reviewed the proposed amendments and discussed CoC responsibilities in 24 CFR part 578 as described by HUD. Stephanie moved and Joseph Tielke seconded that the document be approved with amendments proposed. The PAC voted to approve SDHHC CoC Governance Charter Agreement as amended. Davis will email PAC the updated version of this document.

The PAC proceeded to next item on agenda. Annual Gaps Analysis for SDHHC is an item found in the responsibilities of CoC cited above. Heather informed the PAC that the VA has an example of gaps analysis to share with SDHHC and she will forward this to Davis. Lorraine and Denise Albertson discussed past data analysis efforts by SDHHC. Stephanie and Lorraine discussed sources for data for gaps analysis and the need to compile a well done report with a number of sources. Places to gather information included communities, HMIS, provider surveys, interviews with folks experiencing homelessness, Youth Advisory Committee, Coordinated entry System data and observations. Collective Impact in Rapid City may have recent information to share on housing gaps in that community. Lorraine discussed the need to have data organized well. Heather suggested that HUD info be explored for guidance on creating the gaps analysis. Davis will plan to do some research via HUD Exchange and prepare some information for the January PAC meeting and plan for a completed gaps analysis to be prepared by the June SDHHC homeless summit.

PAC next addressed plans for next SDHHC quarterly meeting. Options for the meeting included; DDN, Chamberlain, and Pierre. The PAC seemed to agree that providing a means of meeting electronically was important. The PAC also discussed the importance of collaboration and discussion in person meetings facilitate. A discussion was had on the difficulties encountered with SKYPE meeting option for September SDHHC quarterly meeting. Stephanie noted that the in person attendance was down as compared to the past. Denise noted that about 15 people were present initially via Skype for the meeting but several did not return after lunch. Challenges of September Skype meeting included a lack of microphone for in person audience resulted in Skype attendees unable to hear the conversation. Lorraine, Denise, and Davis discussed the Boardroom at SDHDA and its availability for December 4. SDHDA Boardroom is properly wired for event including microphones and has IT staff to assist if needed. PAC discussed travel to Pierre as opposed to Chamberlain. Anita reported that Rapid City folks had no issue traveling to Pierre as compared to Chamberlain. DDN option was discussed. Challenges of DDN expressed by Lorraine and Denise included the number of locations needed and time restrictions for DDN use. Anita moved that the December 4th quarterly meeting of SDHHC be held at Pierre at SDHDA Boardroom and that Skype meeting be offered for those unable to attend in person. Sherry seconded the motion. Stephanie called for a vote and the motion carried. Davis secured the venue via calendar reservation. SDHHC membership will be informed. Montie Barclay reported his intention to attend the next quarterly meeting via Skype conference call.

The PAC discussed Point-In-Time count and Housing Inventory Chart. Davis reported on current organization and efforts. SIMTECH Solutions will once more be providing mobile application for PIT count. The plan is to learn from the lessons taught last year and work to correct issues identified for PIT from last year debrief with partners. Davis informed PAC of PIT committee meeting and Stephanie requested that a list of PIT committee current members be sent to PAC. Davis made invitation for PAC members to join PIT/HIC efforts.

There was a brief discussion on the Rural Housing Workshops sponsored by SDHHC in October in Rapid City and Sioux Falls.

Davis provided information on Coordinated Entry System implementation and progress. CES is running statewide. Case conferencing is occurring in the four regions. Policy and Procedures continue to be developed and shaped. Practical problem solving is going very well.

The meeting was formally adjourned. The next general monthly PAC meeting will be Thursday, November 8, 2018 at 11 am central time.

