

Consortium Policy and Advisory Committee Meeting

10:00am – 12:30pm December 9, 2015

AmericInn, Chamberlain, SD

Members Present: Stacey Tieszen, Brett Johnson, Barbara Garcia, Barb Shoup-Anderson, Melanie Bliss, Gloria Miller, Brian Griffith.

Non-Members/Others Present: Lisa Bondy, SD Housing Development Authority Staff.

1. CoC Application Process

- a. 2015 CoC's application was completed and submitted in a timely manner.
- b. Discussed working on Performance Measurements which will create a reliable mechanism ensuring goals and objectives are being achieved throughout the year.
- c. Agencies and service providers will be expected to provide thorough answers to the questions that are on the CoC application. Although PAC member input is necessary and helpful, the PAC may not be as familiar as service providers in knowing what each community is doing in regards to preventing and ending homelessness. Service providers will also be included on email requests for information specific to questions asked on the CoC Application (similar to what the PAC received this year). It was suggested that one or two questions be sent out weekly so as not overwhelm the agencies when the final application comes due. A deadline for responding/answering each request will be included in those emails.
- d. Training will be held in March 2016 for sharing about the grant itself (what the money can do/is doing) creating awareness of all grant requirements for FY16 which will provide the programs time to complete these requirements such as surveys, research, obtaining Board approval, reporting requirements, implementation requirements, etc. It was suggested that past awardees be a part of the training so they can share their experiences, strengths and overall knowledge. Any potential applicants for the CoC dollars will need to be solicited in January or February 2016 so they are aware and can attend the training. Potential training for current grantees may also be necessary to help them enhance programs to meet requirements, as well as to make any needed changes as the CoC funding priorities change (i.e. from transitional housing programs to rapid re-housing). Discussion in regards to this training and potential timelines for it will need to be firmed up.
- e. The PAC will hold monthly conference calls with its members with the first call commencing on December 16, 2015 at 10:00am.
- f. The PAC will develop a new media campaign (perhaps with the help of the SDHDA's marketing team) for a Grand ReBranding Blitz of the Consortium. The new and improved Balance of State CoC will be problem/project based as well as solution-focused. We are redefining the Consortium! We are not just a funding source, but also a solution-focused group, willing to tackle challenges all across SD as they pertain to homelessness.

2. Annual Reports and Quarterly Review Process

- a. PAC members will hold site visits with the programs who receive CoC funds. Two members of the PAC will visit programs in February, May, August, and November (assignments will be done by Lisa). If a PAC member is not able to attend their assigned visit, then the member will need to find another PAC member to fill in for them or exchange visits with them. Audit guidelines are available on the HUD website. Lisa and Stacey will work to put together audit questions. These forms will need to be completed by early January so they can be shared during the next PAC conference call and finalized before the first audits commence in February. Client files will be reviewed. These files ought to include

both past and current clients. All audits may need to be done by August to allow for comparable results with each grant recipient (item needing discussion during PAC conference call for clarification).

3. Implementation of the 10 Year Plan.

- a. The PAC reviewed the work done, the discussion held during September's Consortium strategy session, and the overall plan choosing what we deemed three achievable goals:
 - i. Provide technical assistance for a thorough and successful completion of the Grant Application
 - ii. Stimulate discussion about affordable housing (needs, gaps, definitions) via media, speaking engagements, etc.
 - iii. Discharge planning (this will need more focus as a PAC before it moves to the entire Consortium to make sure that knowledge is secure, and requests from service providers to share their policies and guidelines can be addressed, enforced, etc. Discharges continue to be challenging for shelters and service providers to address alone. This is currently also a trending topic in the larger communities as it pertains to the jails so having things clear as a PAC is crucial to supplementing the work being doing by other agencies and providers).

4. Membership, By-Laws, etc.

- a. It is anticipated there may be several positions open on the PAC soon. Interested individuals will need to be able to travel and their director's/agencies would need to be willing to pay for that travel. Members must be attending meetings and help with the CoC grant application which is a significant time commitment. Lisa suggested that the group create a PAC member position description. This description will need to be done by January 30 and shared with interested candidates in February if vacant positions are to be voted in during the March Consortium meeting. It may prove fruitful to conduct outreach to get individuals interested in being PAC members. Once elected, training for new PAC members will occur as soon as possible.

5. Homeless Awareness Legislative Day 2016

- a. PAC member and Community Development Manager in Rapid City, Barb Garcia, will be conducting a Poverty Simulation on January 27 from approximately 4:00pm to 7:00pm in Pierre for SD Legislators. This would be a prime opportunity for the CoC to continue with its message and spread awareness of homeless issues in SD, especially since the homeless count will be held on January 26 keeping homelessness top of mind. The PAC will need to decide during their December conference call what larger role they may wish to have or for the Consortium to have on this day.