**Gaps and Needs Analysis Committee**

**June 3, 2015 – 10:00 AM**

**GOTOMEETING**

**Minutes:**

**Attendance:**

Lisa Schneider, Liz Beard

**Excused**: Joe Mauthe, Kathleen Christensen, Cindy L, Lacy Stirk, Kim Carey, Patty Brown

**Absent:** N/A

1. **Survey questions**

* Liz and Lisa reviewed the Alameda County Wide Homeless Continuum of Care model surveys\* for client and providers – need to retype surveys into excel and/or word
  + Provider survey – Liz to work on
  + Client survey – Lisa to work on
  + Get HIC info –
  + Create Prioritization Spreadsheet –
  + Talley survey responses –

1. **Methodology**

* Try setting up questions in Survey Monkey to see if we can get survey to work based on questions and responses requested.
* Have a hard copy for those who can’t utilize Survey Monkey

1. **Instructions**

* Develop instructions for conducting provider survey by \_\_TBD\_\_\_\_\_\_\_.
* Develop instructions for conducting client survey by \_\_TBD\_\_\_\_\_\_\_.

1. **Data Collection**

* Tabulate hard copies
* Survey monkey tabulations

1. **Timeline**

* Get surveys prepped to issue and provide instructions to COC’s by July 29/30 (Next PIT)
* Data due back to committee by Aug \_TBD\_\_
* Report out preliminary info at next Quarterly meeting in August.

1. **Next meeting**

* June 17 10:00 AM

\*Copy of materials attached to minutes