**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