BOSCOC Gaps and Needs Committee

Minutes 11/03/2022

1. Attendees and introduction of new committee members
	1. Present: Michelle, Meredith, Sandra, Elizabeth, Isabel, Sara, Ajha, Rebakah (intern attending in place of Rose Xiong, who is attending while Devin is out on leave)
2. Approval of minutes from Oct. meeting—Sandra motions, Isabel seconds
3. Review of survey’s
	1. Review Carrie Feedback (see attachment included with meeting notice/agenda)
		1. Committee discussed feedback from WIBOS staff regarding helpful elements to include in both the service provider and client surveys, discussed these suggestions, and made changes accordingly.
			1. Some further clarification on Carrie’s suggestions is needed. Meredith will circle back to her and communicate these with Sara and Michelle.
	2. After final changes are made and the surveys are “tested” one last time, Sara will send them off for final translation quotes for Hmong (Green and White), and Spanish. Once those are approved, translation can happen within a few business days. The translated questions we hope to have next to English versions of the questions, so the “re-translation” needed is minimal (essentially only for open-ended questions).
	3. We are on track to have the surveys finished by mid-November so that they can be open in time to announce it at the November quarterly BOSCOC meeting. Sara will not be at the meeting; Michelle may not be either; hopefully Meredith or Michelle’s delegate will be able to present an overview of the surveys and some guidance for gathering responses (Sara will develop a few bullet point/talking points for this)
	4. At our December meeting, we will check where numbers of responses are at and outreach needed. We will also discuss forming an ad hoc “recommendations subcommittee” to look at cumulative results after survey closes, identify trends, changes from previous years, and develop some recommendations for local coalitions and the BOS based on compiled responses.
4. Other business? -None
5. Adjourn – Isabel motions, Sandra seconds
6. **Next meeting Dec.1st at 9:30**

JOIN ZOOM MEETING

[HTTPS://US02WEB.ZOOM.US/J/83895746594](https://us02web.zoom.us/j/83895746594)

MEETING ID: 838 9574 6594

PASSCODE: 548589

**Please remember to submit your match forms.**

Gaps and Needs Committee Match Form: <https://docs.google.com/forms/d/e/1FAIpQLSdR9ZhfiEcRy0v9MjAVR6JqlTAMQDueG7FojLYSR7bzF6-SOQ/viewform?usp=sf_link>