BOSCOC Gaps and Needs Committee

Minutes 12/01/2022

Present: Sanda R, Elizabeth K-S, Meredith M, Rose Xiong, Michelle F, Sara K

1. Check in
2. Approval of Agenda
	1. Sara makes motion to approve agenda, second by Rose
3. Approval of minutes from Nov. meeting
	1. Elizabeth makes motion, Rose seconds
4. Review of surveys
	1. Sara, Michelle, and Meredith offered a summary of the current state of things with the client and community partner surveys. It was announced that the surveys were open at the quarterly meeting. Carrie will be including in email blasts moving forward. Meredith mentioned the BOS staff will push it out to the coalitions they each support.
	2. Sara mentioned the translated versions of the survey (in Spanish and Hmong) are available as fillable pdfs. We were going to do Green and White Hmong, but linguists and advocates advised that it probably wasn’t necessary.
	3. Flyers with QR codes are available for both surveys, potentially to could hand out/post in lobbies, etc.
	4. Deadline to complete surveys: January 15th. At our next meeting, we will assess where (which coalitions) we are still lacking responses from and do a final push. Hoping for 25 responses to each survey from each coalition.
	5. Discussions of how to support clients in completing the survey—office computers/tablets? Removing barriers, providing suggestions to service providers as to when and how the surveys are administered. BoS staff will support their respective coalitions with this.
	6. Discussion about WERA clients—not necessarily homeless—are these clients appropriate to have complete the survey? Yes. Survey is intended for people who are homeless or at-risk of homelessness currently or in the past 12 months.
5. Other business?
	1. Looking forward—committee members, be thinking about if you may want to be a part of a small subcommittee to look at cumulative survey results and present findings to the full BoS at a quarterly meeting.
	2. Michelle has put a plug in for new committee members, as we are having dwindling participation.
6. Adjourn
	1. Sara moves, Elizabeth seconds
7. **Next meeting Jan. 5th 9:30**

**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>