**BOSCOC Gaps and Needs Committee**

**Minutes 01/05/2023**

**Present: Alma, Devin, Sandra, Brianna, Ahja, Elizabeth, Meredith, Michelle, Sara**

1. Call meeting to order
2. Attendees and introduction of new committee members
3. Approval of Agenda – motion Devin, Alma seconds
4. Approval of minutes from Dec. meeting – motion Devin, Brianna seconds
5. Review survey results did everyone met the 25 Client 25 Partner?
	1. We are at 76 client responses and 117 provider responses total currently.
		1. Kenosha and Northeast coalitions are the only ones that have met the 25 client survey responses so far.
		2. For provider survey, Southwest is the only one that has met the 25 responses, Winnebagoland is close.
		3. Committee discussed breaking down barriers, Meredith is going to reach out to the northeast because they are rural and have a lot of responses—how did they do it? Use of tablets/mobile case management?
6. Review Carrie’s request for an actual report—what are people’s thoughts?
	1. Committee discussed the sample reports that Carrie passed along for us to consider. Would be a helpful document to produce to help advocate for both housing and non-housing resources that are lacking that contribute to housing insecurity. The annual surveys give us the information needed to do it.
		1. These existing reports that Carrie shared can help inform our future survey as well—like the question about pets, and people indicating they are sleeping outside because of pets—our survey hasn’t asked that, but we probably should.
		2. Do we have the capacity to produce a report this year? Is there BOSCOC staff support that can help offer written context to the results, since they are tapped into statewide trends that are brought up in the survey through their work.
		3. Tell Carrie that we can’t do it this year—not getting enough responses to produce a rich and useful report.
			1. **However--during our meeting, Meredith was messaging with Carrie, asking if 1) we are required to present the survey results in February? (she replied no, May is fine) 2) but, she asked: since we are pushing off until May, is a report like she was asking for doable to create by that time? (committee thinks so, yes).**
				1. **Given this information, and that we aren’t under such a time crunch to get this presented in February, committee decided to amend the deadline to complete surveys to be 2/1. Sara will send G&N committee the cumulative results before our longer meeting in February, where we can discuss as a full committee what trends, needs we should develop recommendations around.**
7. Compiling survey results/creation of a committee—also see above.
	1. Our G&N committee is small and already over-committed with meetings…do we need a subcommittee? No, everyone present at this meeting agreed to 1) look over cumulative results (deadline now extended to 2/1), and 2) come to our longer G&N committee meeting in February ready to engage in a conversation about the results as a group. Everyone’s input is important.
		1. Sara will send all relevant documents from last year to look over in advance
8. Update Committee Charter
	1. We did make the language more vague—i.e., not presenting at quarterly mtg in February, instead “a quarterly meeting;” saying the survey will be open in the fourth quarter, rather than the specific months (however, the committee discussed that ideally, if we can present the cumulative results each May at the quarterly meeting, it might be helpful to have the survey open from Oct 1-Jan 31 to capture more results—colder months=more people coming in for services.)
		1. Approval of updated charter--Sara motions, Alma seconds
9. Update G&N committee roster—because we were coming to the end of our meeting time, Michelle and Sara will work on this separately and get it sent to Carrie
10. Other business? None
11. Adjourn
12. **Next meeting Feb. 2nd 9:00-10:30am (starting 30 minutes earlier to discuss as a full group the cumulative results)**

**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>

Recurring zoom mtg link for G&N meetings:

<https://us02web.zoom.us/j/88547521858>

Meeting ID: 885 4752 1858

Passcode: 501592

Dial in: (312) 626 6799