**Project Evaluation and Assistance Committee Meeting Minutes**

**June 2, 2015**

In Attendance: Byron Wright (co-chair), Joana Hemschemeyer (co-chair), Tom Ekval, Kelly Christianson, Jen Chadderdon, Sue Katzer, Kim Cable, Dan Laurent and Carrie Poser

Excused: Jerome Martin, Jeanette Petts, Kim Carey, Martha Pearson, Meika Burnikel and Pat Leigl

Absent: None

**Minutes**

The monitoring of the COC Projects for 2015 was discussed and scheduled. For each monitoring there will be one individual from the ICA to assist with the Servicepoint review, one individual to review the financials, one individual to review the client files and Carrie Poser (COC Coordinator). There will also be times where an additional member of the PEA Committee will attend the monitoring to learn how to monitor in the future.

The Youth & Family Project, Washington County

* Scheduled for Tuesday, August 18 at 9:00 am
* Monitoring team will include:
	+ HIMS Rep –
	+ Finance – Byron
	+ Client Files- Joana
	+ Carrie

Women and Children Horizons

* Scheduled for Tuesday, October 13 at 11:00 am
* Monitoring team will include:
	+ HIMS Rep –
	+ Finance – Kim Carey
	+ Client Files- Joana
	+ Carrie

CAP Services

* Scheduled for Tuesday, August 18 at 9:00 am
* Monitoring team will include:
	+ HIMS Rep –
	+ Finance – Kim Carey
	+ Client Files- Meika & Jen
	+ Carrie

Couleecap

* Scheduled for Tuesday, September 29 at 9:00 am
* Monitoring team will include:
	+ HIMS Rep –
	+ Finance – Byron & Kelly
	+ Client Files- Joana & Susan
	+ Carrie

We also discussed the RFP for Re-allocation of Funds. Joana will send this out to everyone to review and we will need to make any changes and have it ready to go when the NOFA comes out.

**Next Meeting: July, 7 at 3:00 pm**

Respectfully submitted,

Joana Hemschemeyer