Gaps and Needs Committee Minutes

1/7/2021

Balance of State Gaps and Needs Committee – Zoom Meeting

Present: Michelle F., Sara K., Jen B., Bailey B., Tiffany C., Michelle A., Brianna J., Megan C., Sandra R., Meredith M, Jeanne, Isabel K., Elizabeth K.

Excused: Amanda O.

9:30 am – Meeting called to order

1. Motion to approve November and December meeting minutes – Jeanne; Second – Isabel
2. Committee charter edits have been made – any further comments/questions?
	1. The only change was related to removing language related to subcommittees of this subcommittee
		1. Motion to accept charter changes – Jen; Second - Sandra
3. Surveys & survey data presentation – update from Jen
	1. Client survey presentation for quarterly BOS meeting is complete – committee reviewed and discussed
		1. Drop in survey responses in 2020 – possibly due to COVID – 197 total responses
	2. Provider survey presentation still in the works – will discuss during next meeting
	3. Discussion with CE committee about combining the CE & G&N surveys in the future?
4. Discussion on Client Surveys, how do we get more clients to participate in the survey?
	1. Change the timing of the survey – collect it year-round (upon intake, build it into follow ups) instead of one time only? Adding this idea to the end of survey data ppt presentation
5. Discussion re: committee membership – need more members? Today’s group is a good size!
	1. If anyone has any ideas of people who may be interested in the committee, connect with Michelle F. or Sara K.
6. Be sure to do Google form for match if applicable to you
	1. Gaps and Needs Committee Match Form: <https://docs.google.com/forms/d/e/1FAIpQLSdR9ZhfiEcRy0v9MjAVR6JqlTAMQDueG7FojLYSR7bzF6-SOQ/viewform?usp=sf_link>

Meeting adjourn at 10:18am – motion by Megan; seconded by Isabel

Next Meeting: Feb. 4th @ 9:30am