**Project Evaluation and Assistance Committee**

**Meeting Minutes - May 5, 2015**

Present: Byron Wright (co-chair), Joana Hemschemeyer (co-chair), Tom Ekval, Jeanette Petts, Kelly Christianson, Kim Carey, Fran Murillo, Martha Pearson, Jen Chadderdon, Jesse Dirkman and Meika Burnikel

Excused: Sue Katzer, Jerome Martin, Kim Cable, Dan Laurent

Absent: Patrick Leigl

**Minutes**

1. Monitoring of COC Projects
	1. 4 projects will receive on site monitoring:
		1. The Youth & Family Project
		2. Women and Children Horizons
		3. CAP Services
		4. Couleecap
	2. Individuals were identified that will help with monitoring.
2. Monitoring of THP Projects
	1. 9 Projects need to be monitored by June 30, 2015 to comply with contract with the State. Carrie Poser, Byron Wright and Joanna Hemschemeyer will put together a tool to be used. We will do desk monitoring this year with onsite file monitoring, but will need to do full site monitoring, next year.
3. Monitoring Plan
	1. The monitoring plan for 2015-16 will not change except for the agencies that will be monitored. Will request less information to be sent ahead of time, but will need to have that information available for the site visit.

**IMPORTANT**

We will meet on Thursday May 14 after the BOSCOC meeting to discuss scheduling of the COC monitoring visits as well who will do client file monitoring of THP programs.

Respectfully submitted,

Kelly S. Christianson