**Coordinated Assessment Committee-Shelter Standards Work Group**

**Meeting Minutes from 3/04/15**

Attendance: Barbara Fischer-Advocates of Ozaukee, Carrie Schatzman-House of Hope, Christa Grande-New Day Shelter, Dan Robinson-Sojourner House, Danielle Barth-Hope House, Ed Wilson-Salvation Army of Wausau, Erin Loveland-House of Mercy, Jane Benzschawel-CAP Services' Family Crisis Center, Jerome Martin-Emergency Shelter of the Fox Valley, Jane Graham Jennings-The Women’s Community, Karla Breister-Solutions Center, Kathy Bolling-SA of La Crosse, Lisa Sanders-Shalom Center, Naomi Cummings-Bridge to Hope, Sue Sippel-Manitowoc DV Shelter, Teresa Nienow-PAVE, and Jeanne Semb-Western Dairyland.

Excused: Jennifer Allen-ICA, Reverend Barb-Harbor House Crisis Center, Mike Hogan and Jessi Traut-The Women’s Center, Robyn Davis-Freedom House Ministries, and Kelly Isaacson-Harbor House Crisis Shelters.

Absent: Jen Kunath-PAVE, Liz Beard-New Horizons, Heidi Hooten-Stepping Stones, Siobhan Allen-Hope House, Cori Forster- Beloit Domestic Violence Survivor Center, John Pfleiderer-Beloit Domestic Violence Survivor Center, Laura Roenitz-Safe Harbor of Sheboygan, and Tammy Modic-Frederick Place.

Attendance was taken. Jeanne again reminded everyone about the Board Policy stating that if a member has 2 unexcused absences in a year at their committee meetings, they would be removed from the committee.

The work group resumed working on the Shelter Standards where we left off at the February meeting under “Operations”. There was good discussion about duties that residents could perform and establishing wording that would work for any shelter. In the end, we determined that the term “may” would be much more acceptable than “must” in relation to health, safety and cleanliness.

The remainder of the “Operations” section was mostly left untouched. Members agreed to leaving things as is, except for a few small wording changes.

This section was the last to discuss in the draft. Jeanne will send out the revised draft to the shelter standards group to review. Members will then have a couple of weeks to get feedback to the rest of the group. Once that has happened, Jeanne will either convene another meeting, or present the standards to the BOS CoC Board of Directors.