BOSCOC Gaps and Needs Committee

09/02/2021 Meeting Notes

Present: Sandra R, Elizabeth K-S, Cassandra C, Devin M, Sara K, Brianna J, Sara W, Meredith M, Ahja M

Call to order 9:33am

1. Welcome new members, Ahja M and Sara W
	1. Overview of the G&N Committee’s charge each year - surveys
2. Approval of August meeting minutes: Devin motions, Cassandra seconds
3. Checking in on status of responses: provider and client surveys
	1. The surveys were distributed in Carrie’s email blast and announced at the August quarterly BOS meeting. They are open until 12/31/21.
	2. Only 17 provider surveys and 14 client surveys have been returned so far, our goal is to have 25 responses from each coalition, for each survey.
		1. Question about whether we could parse out the specific responses from their coalitions – yes, it can be broken down this way and would probably be useful to review in local coalitions.
	3. The committee reviewed where responses were coming in from, how to advertise the surveys in ways and in places we may not have thought of yet
		1. Question about who’s on Carrie’s email list -Meredith indicated that directors of all housing programs who are members of the BOS are receiving her messages and would have received the surveys. A reminder wouldn’t hurt though.
		2. Idea was brought up to have the surveys available on the BOS website. Meredith offered to check into this.
		3. Idea was brough up to send directly to all SSOs to distribute to their local coalitions. Sara sending to them.
		4. Meredith mentioned that all BOS staff will bring it up/send it out in the coalitions that they support.
	4. One piece of feedback received was that having the client survey translated into Spanish and Hmong in upcoming years would be helpful for clients that do not speak English as their primary language. Meredith looking into this.
4. Other business? – None
5. Adjourn @ 10:05am - Devin motions, Elizabeth seconds
6. Next meeting 10/7 at 9:30

**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>

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| **Upcoming G & N meetings:**        Oct 7, 2021 09:30 AM        Nov 4, 2021 09:30 AM        Dec 2, 2021 09:30 AM |  Zoom link for each meeting:<https://us02web.zoom.us/j/84414329196>Meeting ID: 844 1432 9196Passcode: 358978 |