

Wisconsin Balance of State Continuum of Care (WI BOSCOG)

Gaps and Needs Committee Charter

Created April 2019

Purpose and Mission

The Gaps and Needs Committee's purpose is to research and identify the gaps and needs in service provision among providers and clients in the housing system in the Wisconsin Balance of State. Through data collection, and analysis and interpretation, the mission of this committee is to provide evidence-based advocacy for service providers and people experiencing homelessness to address and end homelessness.

Chair and Membership

According to the WI BOSCOG By-laws, the Chair of the Gaps and Needs Committee must also be a member of the WI BOSCOG Board of Directors. The committee must self-select a recorder/secretary to document and retain accurate committee minutes. The Chair is responsible for maintaining historical documentation for committee agendas, minutes, and all relevant data collection materials, including results. The Chair is also responsible for calling and scheduling meetings, maintaining attendance records, and selecting a committee member to facilitate meetings in the Chair's absence.

New committee members can request membership by contacting the Committee Chair. Per WI BOSCOG policies, committee members are allowed no more than two unexcused absences in a calendar year. If there are extenuating circumstances, the chair reserves the right to allow a committee member with more than two unexcused absences to remain on the committee.

For EHH certification purposes, committee members will be considered active if the member has attended at least half of all full committee meetings (3 meetings a year). The Chair must also have some evidence that the member has contributed to subcommittee meetings and tasking. This evidence can include documented subcommittee meeting attendance, participation in one or more Quarterly Meeting presentations, documentation of work done on documents or presentations via email or notations about work done on presentations or documents.

Duties and Responsibilities

The committee is responsible for conducting an annual assessment, either quantitative or qualitative, of clients and providers within the Wisconsin Balance of State. Methods used to collect data may vary. A type of cumulative assessment must be developed, and information collected for each population, providers AND clients.

The committee is also responsible for communicating survey results to the WI BOSCOG membership and providing unidentifiable, necessary data to the WI BOSCOG Director for the annual HUD NOFA competition, or other funding opportunities.

Committee members are responsible for developing assessments and data collection procedures that respect client dignity and privacy, as well as confidentiality preferences and requirements. All assessments must be voluntary.

Structure, Meetings, and Procedures

The full committee will meet every other month (at a regularly agreed upon time and date), giving subcommittees time to meet during the opposite month. Between subcommittee meetings and full committee meetings, depending on the degree of committee work, members may be required to attend monthly meetings. Meetings may be conducted in person, over the phone, or by web conference. In lieu of a meeting, votes on critical items may be conducted over email. For email voting, a majority of all current members must email their vote to the chair for the vote to be considered binding.

All committee members will be assigned to one of the following four working subcommittees:

- 1. Client Assessment:** This committee will be tasked with developing the annual client assessment, producing requisite instructions and materials for implementing the assessment, distributing and promoting the assessment, and setting a timeline for completing assessments. This year the goal is to have the assessment/survey in the field by September.
- 2. Provider Assessment:** This committee will be tasked with developing the annual provider assessment, distributing and promoting the assessment, and setting a timeline for completing assessments. Last year our provide assessment was conducted via small group, roundtable discussions at the August Quarterly Meeting. The year before that, the assessment was an online survey, like the client assessment. The provider assessment allows for a little more flexibility in the method used to gather feedback from providers.
- 3. Data Analysis and Presentation:** This committee will be tasked with analyzing assessment data annually, developing a presentation of summary data results for the February BOSCOG Quarterly meeting, comparing assessment results with relevant HMIS data for further context, and presenting other findings to the BOSCOG membership as necessary.
- 4. Data Implications and Policy Recommendations:** This committee will be tasked with reviewing the assessment results every year, evaluating trends, and recommending potential policy or organizational changes or proposals to address identified gaps and needs. Ideally, the first installment of these recommendations will be presented to the BOSCOG membership at the August Quarterly Meeting in 2019.

Subcommittees must self-select a subcommittee chair. Subcommittee roles and tasking are not formalized or standing. Subcommittees may be changed and/or modified by a full committee vote. Subcommittees are responsible for developing assessments, presentations, and recommendations, depending on the subcommittee's tasking. The full committee will review subcommittee work and vote on final documents or procedures. Votes on final committee work will be counted if there is quorum (a majority of members are present). Subcommittee work must be approved by a majority vote of a quorum of committee members to move forward.

This Charter will be Reviewed/Amended on a yearly basis.

The Committee has created a google survey to determine if members want to stay on this committee/sub-committee so that we can fill the gaps as needed.