

Balance of State Continuum of Care (BOSCOC)

Gaps and Needs Committee

Minutes

July 28th

12:00-1:00pm

Committee Members: Adrienne Roach (Chair) – End Domestic Abuse Wisconsin, Laura Laux (Recorder) – Community Action, Inc., Sandra Reeves (Member) – ADVOCAP, Ruth Orozco (Member) – Lakeshore Cap, Michelle Friedrich (Member) – SW CAP, Kim Cable (Member) – Coulee CAP.

ATTENDANCE - Adrienne Roach, Laura Laux, Kim Carey, Ruth Orozco, Kim Cable, Michelle Friedrich

EXCUSED –
UNEXCUSED –

- I. Introductions
- II. Approval of June Minutes
Motion to approve Michelle Friedrich, 2nd by Sandra, all approved.
- III. Discussion and Review of Materials from Kim
Discussion and agreement was to keep the surveys short and simple and possibly expand on them in future years.
- IV. Needs Assessment: “A systemic process of gathering information that is appropriate and sufficient to develop an effective educational program that will address the groups’ needs and wants (gap).”
Adrienne did some additional research regarding a gaps and needs assessment.
 - a. What is a “gap analysis”: “A gap analysis can be defined as the determination of the differences between current practice (what we are doing) and current evidence based practices (what we should be doing.)” – Definitions taken from Medical Association sources.**Discussion:** what can local continua do at the local level and what can the Balance of State CoC do collectively?

Customer and Provider Surveys – Laura will attempt to draft a survey of not more than 10 questions for customers and providers. This may be two surveys but explore whether or not one survey could be used for both the customer and the provider.

The DRAFT survey/s will be reviewed at our August 25th committee meeting with the intention of getting something out to providers in September.

In addition to the survey we discussed the need for focus groups, possibly at least one in each local continua. At the August 11th meeting Kim and Adrienne will do a short presentation during the updates portion of the meeting. The presentation will be to inform

the large body CoC aware of our committee assignment and what will be needed from them to successfully complete our Gaps and Needs Assessment.

We do not want to limit provider feedback and will encourage all CoC and ETH funded agencies to extend the survey to all partners within their local continua.

We will rely on providers to extend the survey to their customers.

- V. Tasking and Timeline Discussion – Kim and Adrienne will put together a short presentation for the large body meeting on August 11th. Laura will provide draft survey/s in advance of the August 25th committee meeting. Committee members should review and provide feedback in advance if possible.
- VI. Other Business – discussed change of meeting date/time. For right now the committee will continue to meet on the 4th Friday of the month at 12:00. Adrienne will send out a DoodlePoll for other considerations.
- VII. Adjourn
Kim Cable – motion to adjourn
Sandra – 2nd, all approved.