

**Balance of State Continuum of Care (BOSCOC)**

*Gaps and Needs Committee*

Minutes

June 30, 2017

12:00-1:00pm

**Committee Members:** Mary Jacobson (Co-Chair) – Catholic Charities, Adrienne Roach (Co-Chair) – End Domestic Abuse Wisconsin, Laura Laux (Recorder) – Community Action, Inc., ~~Kim Carey (Member) – Bolton Refuge House~~, Sandra Reeves (Member) – ADVOCAP, Ruth Orozco (Member) – Lakeshore Cap, Michelle Friedrich (Member) – SW CAP

**ATTENDANCE** - Mary Jacobson, Adrienne Roach, Laura Laux, Kim Carey, Ruth Orozco, Kim Cable

**EXCUSED** – Sandra Reeves

**UNEXCUSED** – Michelle Friedrich

I. Introductions

- II. Approval of May Minutes – Ruth asked for her absence to be updated to excused as she had notified Mary in advance. The Balance of State CoC record of committee attendance has been updated to reflect Ruth’s excused absence for the May 26<sup>th</sup> meeting. Kim Carey sent an e-mail asking to be removed from the Committee as her agency is no longer ETH funded and as a result will no longer be participating on the committee.

Motion to approve Kim Cable, 2<sup>nd</sup> by Laura, all approved.

- III. Review of Draft Purpose Statement – statement was discussed and everyone was in agreement that it accurately reflects what the committee is intended to accomplish.

**DRAFT Purpose Statement:** “Gaps and needs group’s purpose is to research and identify the gaps in services and the needs of the Balance of State’s serving populations and agencies. This group will be able to compile data and provide supportive evidence for identifying these gaps and needs. This group will also be a vital advocate and voice for the populations and service providers within the Balance of State.”

- IV. Discussion and Review of Community Action Needs Assessment/Other Reflections of Needs Assessments – discussed ways to identify gaps and needs at both the CoC and local levels. All Community Action Agencies are required to complete a needs assessment and local CoC’s are required to conduct annual prioritization meetings seeking community, provider and customer input. How can the committee gather similar data uniformly so that it can be useful in meeting the objective of the Gaps and Needs requirement but also to individual agencies? It was pointed out that the committee is specifically looking to identify gaps and needs relating to homelessness. The end result is to identify the areas of need not being met and how to address those needs specifically.

Kim offered to share some additional information that will be sent out electronically for review at the next meeting.

- V. Timeline Discussion – timeline was sent out previously but will be sent out again for review.
- VI. Other Business - none
- VII. Adjourn  
Mary Jacobson – motion to adjourn  
Kim – 2<sup>nd</sup>, all approved.