Gaps and Needs Committee Minutes

3/4/2021 | Balance of State Gaps and Needs Committee – Zoom Meeting

Present: Michelle F., Sara K., Brianna J., Elizabeth K-S., Tiffany C., Bailey B., Michelle A., Isabel K., Lina M., Jen B., Megan C., Sandra R., Jeanne M.

Excused: Meredith M.

9:33 am – Meeting called to order

1. Motion to approve the meeting agenda – Isabel, Bailey second
2. Motion to approve February meeting minutes – Isabel, Bailey second
3. Updating G&N committee membership spreadsheet – please review the spreadsheet that was sent via email and contact Michelle F. with any information to fill in the blanks and to provide any updates to your contact information
4. Survey data presentation at quarterly meeting – we are awaiting feedback that was relayed from attendees to Carrie in the chat box during quarterly meeting presentation. Committee looked at final slides used in Feb quarterly BOSCOC business meeting and discussed our satisfaction with the data that was/is gathered, possible changes to questions, and possible combining with CE survey.
	1. Michelle F. recently sent message to CE committee co-chairs to advance the discussion about possible combination of survey efforts this year
	2. Survey questions themselves were in part designed to assist in collecting information that would be helpful for applying for BOSCOC grants
	3. One suggestion was to break the survey down by county instead of by coalition, to be able to look at trends in responses on a more granular level
5. Committee discussed increasing survey participation, specifically client survey participation a. Sept-Nov has been the time line each year for collecting survey responses typically
6. A question that came up was whether making a change and gathering survey feedback all year during client intakes would make sense instead of just a few months. Another suggestion was doing the survey during first or second follow ups
	* 1. It was noted that shortening survey would be a good idea if doing it as part of intake
7. Does it have to be limited to client accessing BOSCOC housing programs, or can it be anyone that walks in the door? Clarifying this, as there seems to be misunderstanding.
8. Next steps – Sara K will work on putting the survey into a surveymonkey link before the next meeting and will send out
9. Be sure to do Google form for match if applicable to you
	1. Gaps and Needs Committee Match Form: <https://docs.google.com/forms/d/e/1FAIpQLSdR9ZhfiEcRy0v9MjAVR6JqlTAMQDueG7FojLYSR7bzF6-SOQ/viewform?usp=sf_link>

Meeting adjourn at 10:09am – motion by Bailey; seconded by Isabel

Next Meeting: April 8th @ 9:30am