

BOSCOC  
Program Evaluation and Assistance Committee  
Meeting Minutes  
February 9, 2016

Present: Kim Cable, Joana Hemschemeyer, Martha Pearson, Byron Wright, Jennifer Henry, Pat Leigl, Kelly Christianson, Kim Carey

Excused: Meika Burnikel, Carrie Poser

1. Technical Assistance Visits: We have a TA visit with the Salvation Army in St. Croix coming up at the end of March. Still trying to solidify a time for the visit. Jennifer Allen would like to know when the dates are scheduled so that ICA staff can be aware if they are needed for any review of Service Point data. This would be a good addition to the TA visit in case any staff are not understanding how to accurately record data in Service Point. Joana will talk to Leigh about joining us. The TA team will consist of Joana, Kim, and Kelly. Should there be a financial component to the TA visit? Yes, better to review and troubleshoot than to wait for them to have concerns. Kelly will be responsible for the financial review to determine if there is a capacity to handle financial transactions appropriately. The SA will receive a list of things that the group would like to review upon arrival.

Joana and Meika have been in touch with the West Bend group and helping them with their files on March 8, 2016.

2. Monitoring Visits: do we want to have an HMIS component? Yes, but currently we do not have any monitoring visits set up.
3. Forms for BOSCOC: Carrie sent out an email out to all the COC Project leads to send forms in with a deadline of February 22<sup>nd</sup>. It was suggested to push it out to March 8, 2016 because COC's are getting all their point in time forms in by the end of February. The group agreed to extend the deadline to March 8, 2016.
4. Next meeting: Tuesday, March 1, 2016 at 3:00.