**Coordinated Assessment Committee-Shelter Standards Work Group**

**Meeting Minutes from 1/08/15**

Attendance: Carrie Schatzman-House of Hope, Jerome Martin-Emergency Shelter of the Fox Valley, Regina for Erin Loveland-House of Mercy, Heidi Hooten-Stepping Stones, Teresa Nienow-PAVE, Jennifer Allen-ICA, Cori Forster- Beloit Domestic Violence Survivor Center, Jane Benzschawel-CAP Services' Family Crisis Center, Christa Grande-New Day Shelter, Mike Hogan-The Women’s Center, Lisa Sanders-Shalom Center, Sue Sippel-Manitowoc DV Shelter, Tammy Modic-Frederick Place, and Jeanne Semb-Western Dairyland.

Excused: Barbara Fischer-Advocates of Ozaukee, Kathy Bolling-SA of La Crosse, and Reverend Barb-Harbor House Crisis Centers.

Absent: Liz Beard-New Horizons, Jen Kunath-PAVE, Jessi Traut-The Women’s Center, Karla Breister-Solutions Center, Jane Graham Jennings-The Women’s Community, Ellen Allan and Siobhan Allen-Hope House, Dan Robinson-Sojourner House, Laura Roenitz-Safe Harbor of Sheboygan, Robyn Davis-Freedom House Ministries, Ed Wilson-Salvation Army of Wausau, John Pfleiderer-Beloit Domestic Violence Survivor Center, Kelly Isaacson- Harbor House Crisis Shelters, Naomi Cummings-Bridge to Hope, and Erin Schultz-Hope House.

We convened our meeting and began where we left off with the Ohio Model of shelter standards. We discussed the specific categories of “Facility”, “Fiscal Management”, “Food”, and “Health”.

Under the “Facility” section, we talked about the necessity of having a fire safety plan which is compliant with the local municipality’s fire code or meet the following requirements: having a posted evacuation plan, fire drills, fire detection systems, adequate fire exits, and adequate emergency lighting. Also pertaining to the “Facility” section, we addressed having adequate provision of pest control, garbage removal, proper heating and ventilation systems, and maintaining clean entrances.

Under the “Fiscal Management” section, we agreed that shelters needed to have an accounting system which is maintained in accordance with Generally Accepted Accounting Principles (GAAP). Also, the group agreed that in the instance that clients turn over their valuables or money to the shelter, the shelter needs to have a record of accountability for those items. Other things addressed were requiring the shelter to have either an independent audit or financial review, and internal fiscal control procedures which are reviewed and approved by the shelter Board.

We agreed to change the next section of “Food Service” category to just “Food”. We agreed that shelters providing food shall make adequate provisions for the sanitary storage and preparation of foods. Additionally, we agreed that shelters that provide food for infants, young children and pregnant mothers will make provisions to meet their nutritional needs. And lastly, we agreed that shelters should provide, or arrange food services to clients or make known the available services nearby

Under the “Health” category, we agreed that shelters need to have first aid equipment and supplies available in case of a medical emergency. Also, we agreed that all staff members need to have access to a telephone and have emergency phone numbers posted. We also agreed that shelters need to have procedures to limit the exposure of infectious diseases. We didn’t get through the rest of the health section, so will resume there at the next meeting.

Since some members of the group weren’t on the call, Jeanne will send out a doodle poll to determine the date and time of the next meeting. She will also send out the standards that have been completed thus far so that people have a chance to review them prior to the next meeting.