**Gaps and Needs Analysis Committee**

**February 2, 2015 – 2:00 PM**

**Telephone Call**

**Attendance:**

Lisa Schneider, (City of Appleton) and Kathleen Christenson Fisher (Family Promise of Washington County)

**Excused**: N/A

**Absent:** N/A

**Agenda Items:**

1. **Purpose and scope of survey** – A Gaps Analysis is required by Interim rule with not much direction, just states one needs to be conducted annually.  Scope of the survey is to assess the needs of those experiencing homelessness, what is available and what gaps exist.
2. **Proposed Timeline of survey** –
	1. Between now and May – Develop survey tool and methodology
	2. At next quarterly meeting in May?  Present  survey tool and methodology
	3. Between May and July conduct and collect information
	4. At quarterly meeting in August present survey results
3. **Committee Members** - Currently committee is only Lisa Schneider and Kathleen Christianson (and possibly Joe Mauthe)
4. **Meeting adjourned –** 2:45

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