**Gaps and Needs Analysis Committee**

**April 1, 2015 – 11:00 AM**

**Madison, WI**

**Attendance:**

Lisa Schneider, (City of Appleton), Kathleen Christenson Fisher (Family Promise of Washington County), Cindy L. (River Haven Shelter)

**Excused**: N/A

**Absent:** N/A

**Agenda Items:**

1. **Review –** Updated new committee members of discussions to date (see 02.02.15 meeting minutes for details)
2. **Survey Templates** – Committee members reviewed and discussed several sample gaps analysis survey tools and collection methodologies. Lisa provided information on a comprehensive survey being undertaken in the Fox Cities, albeit broader than what is required or needed for the annual HUD gaps analysis. The group reviewed the survey questions and were interested in learning more about the survey. Lisa agreed to ask Joe Mauthe from Housing Partnership of the Fox Cities to provide an overview of the survey, its scope and methodology at our next meeting.
3. **Proposed Timeline of survey** – The group reviewed the proposed timeline generated from the 02.02.15 gaps and needs analysis committee meeting to determine if possible to achieve. Committee members agreed that a recommended timeline could not be determined at this time as more information was needed regarding survey and methodology. Will discuss further at next meeting.
4. **New Committee Members** – Cindy L. from River Haven Shelter.
5. **Meeting adjourned –** 1:30

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