**Gaps and Needs Analysis Committee**

**July 9, 2015 – 3:00 pm – 4:00 pm**

**GOTOMEETING**

**Minutes:**

**Attendance:**

Lisa Schneider, Liz Beard, Kathleen Christensen-Fisher, Cindy L., Kim Carey, Lacy Stirk

**Excused**: Joe Mauthe, Patty Brown

**Absent:** N/A

1. **Survey questions** 
   * Client survey – The committee reviewed each question one at a time to modify, add, delete, etc. to finalize the document.
   * Provider survey – The committee reviewed each question one at a time to modify, add, delete, etc. to finalize the document**.**
   * Get HIC info –  Committee members discussed the process and identified the need to collect data to inventory existing capacity dedicated to serving homeless populations. Through comparing the data collected via the survey process and comparing those needs to existing capacity, we will be able to better determine the gaps. A request for information was made to ICS.
   * Create Prioritization Spreadsheet – this sheet is yet to be created but will serve as the serve as the tool to document the outcomes of prioritizing housing, services, and system gaps. (There is a form already used for creating CDBG Consolidated Plans that relate to homeless needs, gaps and priorities. The form we intend to use will be modeled after that along with some COC/SHP specifications.)
2. **Methodology** 
   * Our intention was to utilize Survey Monkey but we realized that unless someone has a paid subscription, you are only allowed to ask 10 questions with the free version. The goal was to simplify as much as possible the survey process and compilation of data. Hard copy surveys are also expected to be utilized. Committee members were going to explore resources to see if someone had a paid Survey Monkey subscription we could use to do this survey. If not, it will all be hand done.
3. **Instructions**

* At the next Gaps Committee meeting on July 31st, we plan to work on developing written instructions for conducting the provider and client surveys, along with a timeline for completing the survey, compiling the results, and reporting to the BOSCOC.

1. **Data Collection**

* Tabulate hard copies – We will need to identify committee members to work on specific aspects of the data collection, compiling results and reporting the BOSCOC.

1. **Next meeting** 
   * Next meeting will be Thursday, July 31st at 11:00 am.
2. **Other – Liz Beard announced she will be leaving New Horizons and Ann Kappauf, the Executive Director will be taking her spot on the committee at least for now. Her email is** [**annk@nhagainstabuse.org**](mailto:annk@nhagainstabuse.org)
3. **Adjourn -**