**BOSCOC Gaps and Needs Committee**

**Minutes 06/01/2023**

1. Call meeting to order
2. Attendees and introduction of new committee members - in attendance today – Sandra, Alma, Amanda, Maria, Elizabeth, Brianna, Michelle, Peter
3. Approval of Agenda – Amanda motions, Alma seconds motion carried
4. Approval of minutes from May meeting – Amanda motions. Sandra seconds motion carried
5. Presentation of survey’s and annual report at quarterly meeting
	1. Carrie feels that the annual report looks great and we should not remove anything, everyone else in attendance at the meeting agreed that it was a great and thanked us for doing such a wonderful job on it. I will move it from draft to finally copy and re-send it to Carrie to share with everyone.
	2. Survey’s, may need to add a few more options on our drop-down questions to get more information. Michelle will look back on what questions were asked about this so we can update those questions.
	3. We will reach out to Carrie to see if we can transfer the survey’s over to the WIBOS survey monkey account so that it is available to anyone one from our committee to update as needed instead of always relying on the End Abuse account that we do not have access to.
	4. Should the surveys be done through out the year to have a better response? We have asked this question several times and some feel that this is too much to ask to put on case workers that are already overloaded. Could we do the survey when we are doing our follow up calls with clients so that it is fresh in their minds verses 6 months later when we can not get ahold of them because either their phone is shut off, changed numbers or only have a text now number. The timeline to gather the response should be a one-year timeline. Example: If we stop the survey on Jan. 30th and start it on Oct.1st we should be asking any clients that we have worked with starting on Feb 1st until Jan. 30th not just from Oct. 1st until Jan. 30th
	5. Check into offering incentives for clients that we are asking to take the survey to see if we get a better response. Everyone struggles to meet the 25 survey’s if we do this will we have a better response. Can we find grant funds to support doing this and who should be responsible for seeking these funds, we fell this should be done from the WIBOS Michelle will reach out to Carrie to see if this is possible.
6. Survey timeline for this year will be Oct. to Jan. and we will stay with 25 surveys for each client and provider
7. Other business? Do we want to have a meeting in July due to the holiday, it was decided that we would skip July’s meeting and meet again in Aug.
8. Adjourn – Alma motion, Sandra seconds
9. **Next meeting Aug. 3rd**

**Please remember to submit your match forms.**

Gaps and Needs Committee Match Form: <https://docs.google.com/forms/d/e/1FAIpQLSdR9ZhfiEcRy0v9MjAVR6JqlTAMQDueG7FojLYSR7bzF6-SOQ/viewform?usp=sf_link>

Michelle Friedrich is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83505187949?pwd=MW5sbUVIYVFyTzVlMlpFRW5pd1RFQT09>

Meeting ID: 835 0518 7949

Passcode: 357236

One tap mobile

Find your local number: <https://us02web.zoom.us/u/ktbH5URXF>