BOSCOC Gaps and Needs Committee

Minutes 10/06/2022

Attendance: Sandra, Michelle, Sara, Rose, Elizabeth, Meredith, Lee Walraven (Families First Monroe Co)

1. Approval of minutes from August meeting – Sandra motions, Rose seconds
2. Review of surveys
	1. Client Survey
		1. Reviewed changes made, the survey is much shorter this year.
		2. We discussed the suggestion that was brought forward at the last meeting to look at the BOSCOC pre-screen form for potential wording of our gaps and needs committee client survey. Committee looked at the pre-screen form and took one piece of it that was not reflected in our client survey—the option, “place not meant for human habitation; ex. living in car, van, camper, tent”
		3. Translation of surveys—will proceed with translation of surveys once they are final –wanted to wait until after this committee had a chance to review the surveys.
		4. Quotes were received for Spanish and Hmong, but it was brought up that there are two dialects of Hmong (White and Green) commonly written/spoken in WI—so Sara will get another quote with the shorter surveys, three translations (Spanish, White Hmong, Green Hmong). The projects can be turned around in 3-5 business days.
		5. Discussion of whether there was a need for translation into other languages. Not for this year but assess if that need is coming up for folks.
		6. Revisited the concern about reading level—this current version of the survey has an 8th grade reading level according to the Microsoft Word editor tool. Committee felt comfortable with that, and coupled with the understanding that these folks filling out the survey should have
		7. Meredith shared the draft survey links to the rest of the BOSCOC staff for any additional feedback, if any.
		8. Open-ended vs. multiple choice—Meredith mentioned that with the addition of open-ended questions, it could be hard to extract/analyze results.
			1. **Meredith would like to workshop the “where are you now after receiving services” question wording with the Balance of State staff. Committee agrees it would be a multiple-choice question of some sort, not open-ended.**
	2. Community Service Provider Survey
		1. Committee re-visited the distinctions listed in the type of professions/type of agencies questions to further parse it out yet keep it concise. For example, “Human Services” is a big heading and is open for interpretation. We added:
			1. Section 8/Housing Authorities should be a specific option
			2. Victim Service Agencies
			3. EMS/first responders
		2. **We need some clarification from the BOS on the “what type of agency do you work for” question. What’s the purpose of asking that? It was added just last year we believe, but it seems a bit duplicative of the previous question, unless is it asking specifically about BOS funding received to do the work they do?**
		3. Added an option to what barriers exist in your community: Client history (poor credit, evictions, criminal background)
3. Next steps: responses from Meredith/BOS on the two items bolded in these notes. Then, we can move forward with translation, final review at our next committee meeting on 11/3, then released to the masses.
4. Other business?
	1. Committee discussed having the English version of the multiple-choice responses next to the translated version on the pdfs so that we wouldn’t need to do as much re-translation of responses.
		1. The FAQ document that we create about administering the G&N surveys this year should help clarify this, and how to get non-surveymonkey (paper copy) responses filled out in other languages to our committee.
		2. House of Hope GB may be able to offers some limited support in translation of survey responses received in Hmong
5. Adjourn – Sara motions, Lee seconds

**Next meeting Nov. 3rd at 9:30**

**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>

Meeting link for all future G&N committee mtgs in 2022:

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MEETING ID: 838 9574 6594

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