**Agency Admin Meeting**

Jan 25, 2019

1:00 - 2:30PM

151 W 7th Ave RM 258

**Agenda**

* **Sign in/Introductions**
* **Guest Evelyn Coble** 
  + Works at the VA in Roseburg. Certified in the lean process for quality improvement with workflow.
* **CoC Agency Evaluation – Amanda** 
  + CoC Funded projects will be required to complete a project evaluation. Will be evaluating projects from the last calendar year. January 2018 – December 2018. More information with instructions will be sent out in the next couple of weeks. Get a head start on cleaning up your data by running the CoC APR
* **Caper & APR Reporting**
  + When sending these to LC they must be sent in a .piz format. LC cannot receive .zip files.
  + All fixable error must be fixed or you will be asked to fix and resend.
* **Point In Time Count Process & Data Collection** 
  + Point In Time count is being held Thursday January 31st, survey questions are for the night of Wednesday January 30th.
  + This year all agencies have been asked to do the PIT count within their agency.
  + If you are a food pantry that isn’t open on Thursday January 31st , please do the PIT count on your next business day.
  + Surveys can be done on paper or electronically via SurveyMonkey.  The paper copy and link will be emailed out Thursday morning.
  + All paper surveys need to be turned into Human Services Division by Friday February 8th.
  + People who are staying in an Emergency Shelter program do not need to be surveyed:
    - Eugene Mission
    - 1st Place Family Annex
    - Looking Glass – Station 7
    - Sheltercare – CAHOOTS Crisis Units
    - Sheltercare – Family Housing
    - Sheltercare – Medical Recuperation
    - Sheltercare – Phoenix Transitional Shelter
    - SVDP – VET LIFT Emergency Shelter (VA)
  + If you have any of the following programs, these people must be surveyed:
    - Any camp (even if it is sanctioned)
    - Conestoga huts
    - Opportunity Village
    - Car Camping
    - Dusk to Dawn
    - Mirco Tents
  + Make sure anyone doing surveys at your agency has been trained.
* **Agency Highlight for March meeting**
  + SVDP 1st Place Family