**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