

# Madison County Housing Advisory Board

## Meeting Minutes

### Commissioners Conf. Rm., Administrative Office Bldg.

### May 15, 2019

**Attending:** Cindy Gockel, Mary Oliver, Kristina Caldwell, Cody Marxer, Angela Karanas.

**Absent:** Matthew Oehler, Martha Klaumann, Ray Shaw

1. Call to order: 3:07 pm by Cindy Gockel

2. Roll call

3. Minutes: Minutes of April 15, 2019. MOTION: To approve the minutes of 4/15/19 *with noted changes* was made by Kristina Caldwell, seconded by Cindy Gockel. Motion passed.

4. No public attended the meeting; therefore no public comment is available.

5. Chair's Comments:

- Cindy Gockel reviewed that Mary Oliver accepted the Vice Chair position.
- Cindy Gockel reviewed the recent meeting with HRDC attended by Mary, Cindy, and Rob Gilmore. The HRDC is interested in updating their 2006 Needs Assessment Study, if we can get funding. Rob sent a memo to Brian Guyer, HRDC, outlining the process in four phases, roughly indicating which organization is responsible for what work. The intention of this high level memo, (not as fully developed as a "scope document"), is to obtain cost estimates which we anticipate receiving the week of May 20<sup>th</sup>. The Board reviewed the Needs Assessment Study phases as outlined by Rob and agrees with his characterization of the project.
- Cindy reviewed the Survey Update and Discussion. The intention is to be 100% electronic, through Survey Monkey. Paper is both far more expensive and it gets a lower response rate. Kristina brought up the fact that some employees in the county don't have access to the internet, and employers can provide time and equipment for them to complete the electronic survey at work. If this is not feasible, we will provide some paper surveys upon request, and board members will enter the results into the Survey Monkey. We hope to provide postcards with the web address for survey response at public places, post board members at some public places such as the Post Office, and appeal to organizations in the county to support the survey. Mary has a list of 33 nonprofits in the area such as Lions Club, Women's Club, Rotary Club. We also intend to conduct community meetings in Ennis, Virginia City, Alder, Sheridan, Twin Bridges, and Pony/Harrison/Norris. Together with Rob and HRDC we will develop talking points, and Rob will attend the first several meetings to assist with facilitation.

MOTION: To distribute survey postcards and conduct stakeholder meetings, and as - needed to assist HRDC in report strategy and development. Moved by Angela Karanas, seconded by Cindy Gockel, motion passed.

6. Develop Vision Statement: The group spent over an hour refining the Vision and Purpose Statement and came close to a final draft which will go in front of the Board for approval in the next meeting.
7. The 2019-2020 Budget Request line items were reviewed and further developed, and will be completed upon receipt of the survey and needs assessment cost estimate.
8. Next Meeting – proposed date/time options to be circulated by Cindy, by email.
9. Adjournment: Meeting was adjourned at 5:50 pm