ACQ Wait List Subcommittee Meeting
August 10, 2016

(1) Introductions
   a. New I&E Bureau Chief – Teresa Larson
(2) Allocation update
   a. Nearly 39% of the allocation group attended an Allocation Fair
   b. 88/103 registrants responded to the Letter of Interest
      i. Those with returned mail have not contacted DDSD
      ii. 18/88 respondents placed their allocation on hold
   c. Delayed allocations – around 30 who will receive notice of closure for failure to complete allocation process; most of these registrants are no longer in contact with the Case Manager/Consultant or DDSD
   d. Significant increase in expedited allocations for FY16
(3) Keeping In Touch Letter/Survey
   a. KIT Letter/Survey will go out in two groups: (1) July 25, 2016 for all registrants who have been determined (i.e. yes match, allocation on hold) and (2) November 1, 2016 for all other remaining registrants (i.e. somewhere in process and are not determined)
   b. I&E Case Workers are receiving 4 – 6 calls/day requesting assistance with the KIT Letter/Survey
(4) SB216 report
   a. Feedback received from Wait List Subcommittee includes:
      i. Add executive talking points page/summary at the beginning to allow for legislators to acquire info early and up front
      ii. Make a formal presentation to the LFC/legislature/respective legislators
      iii. Market the executive talking points page/summary with "this is a problem, here's the solution" approach
      iv. Adopt a position similar to chicken little – put everything on the table discussing problems with the current state of affairs – to suggest immediate assistance
      v. Pair the information with a request for funding with noted changes that are, for example, more cost effective and would-be solutions
      vi. Make the report available online, especially charts and graphs (i.e. www.actnewmexico.org, social media, etc.)
      vii. Add graph showing what would happen if there were no allocations
      viii. Change the order of the graphs to be more linear with the information
      ix. Modify the first line of the report to read "in order to reduce the number of individuals on the waiting list, $XX must be appropriated…"
      x. Change the readability level – assume the reader knows nothing and include definitions
(5) Adjourn