

Guide to “Meet and Greet” Visits for Home and Community Care Block Grant (HCCBG) Advisory Committee Members

Purpose of the Visit:

- To help Members develop a better understanding of the services provided and to build relationships with community Organizations serving elders.

Preparation for Meeting:

- Review Organization’s website for organization’s mission and history.
- Review Organization’s grant application.
- Determine “point person” to kick off the meeting and guide it as necessary.
- Optional:
 - Review Organizations IRS Form 990 (organization website, GuideStar.org and / or web search) or other financials as available.
 - Note: Guidestar.org requires user registration; basic search capacity is free of charge.

Tell us about the Organization’s Service to the Community:

- Client needs and the programs offered to address them.
- Community impact and the ability to meet client needs: What accomplishment in the past year are you most proud of?
- Any desired or planned expansion of services and the existence of resources for it.
- Partnerships with other social service non-profits and government agencies.
- Greatest challenges to the organization as a going concern.
- Comments, suggestions or recommendations for the HCCBG Advisory Committee.

Optional, if time allows, please tell us about:

Clients:

- Sourcing: word of mouth, marketing, referrals from other organizations, self-referrals, other.
- Challenges in service delivery.
- Role of friends-and-family advocates in meeting, or not meeting, client needs.
- Advice for friends-and-family advocates.

Staffing Considerations:

- Sourcing.
- Training.
- Organization and supervision.
- Adequacy of staffing levels.
- Turnover rate, cost, impact on operations.
- Biggest challenges.
- Policies and procedures for health and safety.

Financial Considerations:

- Budget structure: primary sources and uses of funds.
- Proportion of budget met by HCCBG and County Supplemental funding.
- Other sources of funds: fees, donations, fundraising campaigns?

Board Members:

- Sourcing.
- Preferred backgrounds and / or experience.