

Serve Idaho Program Committee Meeting
December 1, 2022
2:00 pm – 3:00 pm (MT)

In attendance: Char Kremer, Amanda Gardner, Mat Erpelding (Chair), Rebecca Wood, Susan Potucek, Penelope Larsen, Renee Bade, Kim Empey, Heather Uhi

Meeting called to order at 2:02 pm by Chair Mat Erpelding.

Motion to Amend the December 1 Program Committee agenda to remove the A-DRT discussion topic:

- Motion: Rebecca Wood
- Second: Char Kremer
- Motion carries.

Motion to Approve the February 11, 2022 Meeting Minutes

- Motion: Char Kremer
- Second: Amanda Gardner
- Motion carries.

Presentation for Commission Meeting: Discussion

- Need to add in some additional context as a refresher.
- Add slides 18 and slide 23 from the new commission orientation an add to the presentation.
- Complete in 20 -25 minutes with 5 – 10 minutes for Q & A
- Presentation will occur in January and will be facilitated by Kim Empey.

GARP Committee Discussion

- Is there a representative in extending to the full commission to extending 1 invitation to each committee to attend the meeting?
 - o Might not be appreciated as the other committees have a lot of work to complete.
- As a committee do not mind reviewing grants 2 to 3 times a year.
- Having a wide variety of backgrounds both with experience and without experience is important to the process.
- The program committee members would be the primary reviewers on all grant reviews.
 - o Extend an invitation to anyone who would want to attend.
- How many members of the GARP Committee?
 - o Clarify this information is in the Program Standard Operating Procedures.
 - o Clarify the time commitment for each GARP is different.

- Talked about the historical context to ensure that enough reviewers take part in the decision for quorum purposes.

Motion to amend the December 1 Program Committee agenda to update the Program Committee SOPs for recommendation to the full commission.

- Motion: Char Kremer
- Second: Rebecca Wood
- Motion carries.

Motion to approve changes to the Program Committee SOPs for recommendation to the full commission:

- Motion: Char Kremer
- Second: Amanda Gardner
- Motion carries.

Competitive Continuation Application Process

- Is it appropriate to have only staff review the applications when during a continuation process for the competitive process?
- This is a short summary update of sites they have added/removed, budgetary updates, etc..
- Because they are on a continuation cycle there was not much to have the GARP members review.
- The GARP committee would convene if it was a new or recompetete application.
- Would like to look at them to see what they have revised.
- Staff can review and provide an overview of the updates and provide understanding of why the application is good to go forth.

Motion to allow staff to review and provide feedback on the competitive continuation applicants to the program in lieu of a full GARP committee meeting.

- Motion: Char Kremer
- Second: Rebecca Wood
- Motion carries.

VISTA Application

- Renee provided an overview of the historical context of the process.
- Penelope provided an update of the transition for our plan in 2023. Having two cycles, one for those continuing their application and then a separate application in July - August for new applicants.
- Having a separate cycle for summer associate's application period. Offer the summer associate process to existing applicants first and then extend to new applicants in future years.

- Anything that will give the committee overall purpose at the programmatic level. Couple this with GARP and it becomes a meeting every other month seems reasonable.

Motion to approve updated Program Committee standard operating procedures (SOP) to the full commission:

- Motion: Char Kremer
- Second: Amanda Gardner
- Motion carries.

Meeting adjourned at 2:58 pm.

Minutes submitted by Renee Bade.