

**Serve Idaho Program Committee Meeting**  
**September 26, 2024**  
**3:00 pm – 4:00 pm (MT)**

**In attendance:** April Durrant (Chair), Mat Erpelding, Char Kremer, Chelsea Weeks (Char is her Proxy), Eric Anderson, Alina Rahim (Excused), ~~Destinie Hart~~, Emily Straubhar, Heather Uhi, Kim Empey

Meeting called to order at 3:03pm by April Durrant.

**Motion to Approve the August 29, 2024 Meeting Minutes**

- Motion: Char Kremer
- Second: Eric Anderson
- Motion carried.

**Grant Review Schedules & Rubrics Discussion**

- Basecamp notifications are sometimes overwhelming
  - There will be a Basecamp demo/training at the October Commission meeting to address this issue.
- Biggest takeaway is that committee members need to have grant review timeline well in advance of the review, so dates can be blocked off and reviewers can plan to attend.
- For the VISTA Continuation applications, timing was a big issue-not enough notice given, so many people weren't able to participate.
- For VISTA rubrics, April reached out to Amy Busch and said that at AmeriCorps level, they don't use rubrics with numbers for VISTA scoring.
  - Staff is planning to ask other VISTA programs what they require for other programs as an intermediary.
  - Committee is hoping that a yes/no rubric could be used instead of numerical scoring.
  - In the future, if VISTA becomes competitive, how would we rank applications if there are no numerical scores?
    - It is relatively easy to pick the weak out, and it is apparent who is the strongest.
    - If we do get to that point, review process could incorporate a ranking vote in the grant review meeting.
- The rubric used is what matters most and to use it correctly.
- Recommendation: Move away numerical VISTA rubric and replace with a yes/no rubric and have a ranked vote at the review meeting. Committee would like to review the new rubric and provide feedback before applications are collected to remain impartial.

**Operational Dashboard Review**

- The Program Committee has achieved their 2024 Operational Dashboard goal.

Meeting adjourned at 3:33pm.

Minutes submitted by Kim Empey.