

Standards and Evaluations Committee

**Minutes
March 7, 2007**

**Members present: Lisa Reed (Co-Chair) Letticia Brown-Gambino (Co-Chair) Cecilia Baldwin (CARC)
Absent: Kristin Isham**

The meeting was called to order at 10.20a.m

Apologies were made for Kristin who had returned from vacation and was unable to attend the meeting this morning.

Letticia had reviewed the scoring sheet since last meeting and had included items G – J on the front page. Points for the Quality Assurance should be increased from 5 to 10. The calculations will be adjusted and she will send out a draft of scoring sheet before next week's Steering Committee meeting. The SuperNOFA is usually released late February. It has not been released at this time. The points on page 7 may need to change once the SuperNOFA is released. It is possible that the descriptions on page 8 may need to change. Letticia will forward the amended scoring sheet to the SuperNOFA committee to review for approval. Information will be forwarded to Duncan via email after documents have been reviewed & merged (refers to Exhibit 2 which has 25 attachments)

There will be a four week turnaround time once the SuperNOFA is released. According to information on the website, the evaluations piece needs to be submitted by 3/31/07.

The site for agencies to drop off their application has been identified as the United Way.

Once applications have been completed and inspected to ensure the necessary pieces are attached, the applications will be forwarded to the Adhoc Scoring Committee.

We need to remember to check the website for dates of follow up meetings. BGACoC meetings occur the second Wednesday of each month. Plenary and Steering Committee meetings alternate each month. The last plenary meeting was cancelled due to inclement weather. The next Steering Committee meeting will be held on March 14th at Catholic Charities. Lisa will contact Chris Kelly to update the website regarding the schedule for the Standards and Evaluations Committee. A table of organization needs to be established so that the responsibilities pertaining to each committee is clear.

Standards and Evaluations will reconvene once paperwork has been approved.

Meeting adjourned at 12 Noon.

Respectfully Submitted

Cecilia Baldwin
CARC: Manager of QA & TA