

**St. Charles County  
Community Assistance Board**

**NECAC  
3400 Meadow Pointe Drive  
O'Fallon, MO 63366**

**Meeting Minutes**

**March 12, 2019**

**Meeting Facilitator: Caty Beilsmith, chair**

**Attendance:** Christy Weber; David Bardgett; Melinda McAliney; John Glenn; Timothy Meyer

**Guests:** Pinar Turker (St. Charles County), Cheryl Clerkley (NECAC), Lauren Grotegeers (Habitat), Kathy Henderson (Joachim and Ann), Karen Ehlmann (VIM); Kathy Thompson (LINC); Maggie Middleton (Crisis Nursery); Christine Rupp (PFH/BBH); Dottie Kastigar (Community Council)

- I. **Call to order** -7:00pm
- II. **Pledge of Allegiance**
- III. **Public Comment** – No public comment.
- IV. **Approval of minutes** – February 12, 2019. Motion made by John to approve the February minutes. Motion seconded by Dave. Motion approved.
- V. **Old Business** – on-going discussion of CAB application revision:
  - Remove question on percent of agency budget providing direct assistance since this is more clearly addressed in the budget
  - Discussion around keeping or removing questions about percent of clients that are in various populations. Board decided to keep the question to give them a sense of the population being targeted by the agency program, and whether others were serving the same population.
  - Under “Program description”, add “shelter” to temporary housing
  - Discussion around “goals” versus “objectives”. This will be clarified. Goals are broader. Objectives reflect the impact or change program is trying to make.
  - Program Budget – some of the categories under “Self Sufficiency” may be simplified if they are not needed.

John moved to approve revised grant application with changes, Dave seconded. Motion approved.

- VI. **New business** - Discussion around revision of Agency Score Sheet in the application-what do we want to evaluate? Melinda led a discussion with board members around what they didn't like about the current evaluation sheet:

- Comments: It is currently too subjective; need criteria for ratings; need a rubric. Would like to have application match the scoring. Are all questions related to homelessness? How do we want the form to be used? Do we want the sheet to be an evaluation framework or for strict, objective scoring?
- It was suggested that categories use a three to four point scale rather than ten points, and align with the grant application. The scale should define what each point means.
- Question: Is there any part of the grant application that should be weighted more heavily than others?
  - Budget is important. Is one organization providing services more cost effectively than others? Comparable services – need to weight factors that go into cost of services
  - Agency success and outcomes
  - Should be a guide to help us be consistent
- Question: Do we want to eliminate the subjectivity? Do we want to make decisions in silos
- Question: Agency presentations are part of the application. How do we evaluate this?

Melinda will begin to incorporate suggestions into a revised agency score sheet and discussion will be continued at next meeting.

VI. **Adjournment:** 8:15p

Tour of NECAC immediately followed the CAB board meeting

**Next Meeting Date: Tuesday, April 9, 2019**

**Location: Habitat for Humanity (ReStore)**

**186 Mid Rivers Center**

**St. Peters, MO 633**