

QAB and District Board Interview checklist

County:

QAB Members Present:

Date and time:

- Do they understand the role of the QAB and their role in it?
 - 3 voting members and 1 non-voting chairman maximum
 - NRCS Voting
 - District Voting
 - Fish and Boat Voting
 - Non-voting chairman

- Have they been to any trainings?
 - Do QAB members know the trainings that are available to them?
 - Would QAB members like a training from program staff geared to QAB members?

- Do all QAB members actively participate in meetings?
 - QAB members understand policy, goals, and objectives of the program?
 - QAB members can adequately detail what occurs at a typical meeting.

- Are QAB meetings following the Sunshine Act requirements?

- How does the QAB select with projects are recommended for funding?

- Does the QAB visit projects sites in person?
 - Preapplication visits?
 - Visit project to determine score / ranking sheet?
 - Pre-construction visit?
 - Active construction visits?
 - Completed projects?

- Are all QAB members knowledgeable of their local policies?
 - Conflict of interest
 - Local policies

- What is the relationship of QAB with District Board?
 - Does QAB member or District staff present applications to District Board?
 - District Board has final say on all contracts
 - District Board approves/adopts QAB Policy?

- Any issues or suggestions for the Program or Center?

Additional Comments or Notes: