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EVALUATION ADVISORY COMMITTEE MEETING MINUTES

January 11, 2007 from 2:00 – 4:00 p.m.

First 5 Monterey County

1125 Baldwin Street; Salinas, California 93906

Call to Order: Commissioner Len Foster, Committee Chair, called to order at 2:10 p.m.

Roll Call: A legal quorum was present. *Commissioners in attendance:* Len Foster and Robert L. Black, M.D., Absent: Xochitl Pasaye

Committee members in attendance: Debi Diaz (Community Oral Health Services); *Staff and consultants in attendance:* Francine Rodd, Executive Director; David Dobrowski, Evaluation Officer; Beth Reeves-Fortney, Sr. Program Officer; Amanda Santiago, Program Support (recorder); Michelle Magee and Raul Martinez with Harder + Company Community Research

Approve Agenda: The agenda was approved as presented.

Public Comment Period: *Members of the audience desiring to address the Commission may do so during this time. Public comments on items not already on the agenda will be accepted.*

No Public Comment.

Discussion Items:

1. Evaluation Advisory Committee Meeting Minutes – Action: Approval

- November 9, 2006
- December 14, 2006

The December 14th minutes' header should reflect the correct date. The minutes were approved as amended.

2. Kindergarten Readiness Assessment (KRA) Update

The data book, a collection of all KRA activities to date, will help to inform the report outline and be complete by February 23, 2007. H+C will solicit the Committee for input on both the data book and report outline. The report will be finalized by March 16, 2007.

3. One Page Summaries of Annual Report

In addition to the full newspaper Community Annual Report, *F5MC* would like to format a one-page summary as a secondary readily comprehensible option for the community-at-large. H+C presented to the Committee a one-page summary designed for F5 San Diego. It was agreed upon that F5MC would create a one-page summary report.

4. External Evaluator RFP Committee

The RFP was released in December 2006. At this time, the Committee was asked to decide on the structure and composition of the External Evaluator RFP Committee.

It was decided that the External Evaluator RFP Committee would be made up of an odd number of reviews including at least: 1) **F5MC** David Dobrowski; 2) a community agency member; 3) Evaluation Advisory Committee members with expertise in evaluation; and 4) a person external to Monterey County, possibly another F5 agency representative. In order to keep the process from being staff driven it was agreed upon that only David D. would participate. He was selected given his knowledge of the entire process and evaluation expertise.

This new Committee would read and score the received proposals. They would also serve as the interview panel.

5. County Level Work Update

The Funders Group is comprised of the *First 5 Monterey County*, United Way, the Community Foundation, Harden Foundation, and Monterey Peninsula Foundation. Collectively, these Foundations have planned and designed a common evaluation format for all County organizations applying to the major funding sources to use.

Although Harden Foundation and Monterey Peninsula Foundation are helping to design the evaluation they have decided not to use the form at this time. The reason being they are smaller entities that do not have the technical capacity to support evaluation. Trainings for the new evaluation form are being offered to both agencies and foundation staff around the county.

A draft Children's Council Report was released early this month. Edit and changes are due on Friday and the report should go public beginning of Feb. 2007. It should be a more useful document and much better use of resources than previous reports. The report is presented in four different age sections. It was suggested that in the future this report be co- released by F5MC and the Children's Council together.

6. Early Learning Opportunities

F5MC is in the process of planning for two Potential Partner Meetings. The purpose of these meetings will be to bring together potential partners for the implementation of the identified community visions and outcomes.

7. Grantee updates including South County

In November, Indigenous speakers of South County were trained to run focus groups in order to evaluate some of the programs. A condensed version of the discussion will be shared at the next meeting.

In a survey for providers who appeared on media programs, anecdotally comments on Childhood Matters have been shared. However, Radio Bilingue has yet to respond and is being followed up.

8. Data Management Systems Process

A data management system is still in the process of being decided.

It was agreed upon to research a contracts for analysts to look at potential data systems that meet diverse requirements. Once new grantees and evaluator have been selected, David will work with programs to determine a core set of system requirement for data to be analyzed. Following this there will not be a data system available until after the initial reporting periods and the current Excel paper system will be implemented.

It was suggested to look at the Department of Children, Youth, and Families new data system for Differential Response as a possible model for review. David to investigate to see if their potential system for DR meets our functional requirement.

9. Review Big Rocks for Year

David reviewed 2006 evaluation tasks completed.

Adjournment: The Committee was adjourned at 3:40 p.m.