



EVALUATION ADVISORY COMMITTEE MINUTES

Thursday, January 31, 2008 2:30 p.m.

First 5 Monterey County

1125 Baldwin Street; Salinas, California 93906

Call to Order: Len Foster, Committee Chair called the meeting to order at 2:31 p.m.

Roll Call: A legal quorum was present.

Commissioners in attendance: Robert L. Black and Len Foster.

Committee Members, Funded Partner Representatives, Consultants and Staff in Attendance:

David Dobrowski, Evaluation Officer; Francine Rodd, Executive Director; Jose Montenegro, Community Partnership Manager; Mike Smith, Social Entrepreneurs, Inc.; Raul Martinez, Michelle Magee and Gary Resnick, Harder + Co.; Debi Diaz, Community Oral Health Services; Gay Spitz, Salinas Adult School and Lisa Luis, Program Support (recorder).

Approve Agenda:

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 presented.

Action/Information Items:

1. Approval of Evaluation Advisory Committee Meeting Minutes – October 11, November 29 and December 13, 2007

Commissioner Black requested that the minutes should note that absent commissioners were either excused due to illness and also noted and that Commissioner Pasaye is no longer a member of the Evaluation Advisory Committee as of January 2008.

ACTION: Upon motion by Commissioner Black, seconded by Chair Foster, the Evaluation Advisory Committee Meeting Minutes were approved.

2. Data System Update – David Dobrowski, Evaluation Officer

David Dobrowski gave a brief update about the process and noted we are moving forward. The contract was drafted and sent to Persimmony. Contract is currently being reviewed by Persimmony's attorneys and should be returned to **F5MC** by next week. The contract was reviewed by **F5MC**'s attorney as well.

3. Funded Partner Tri-annual Reports Update – David Dobrowski, Evaluation Officer

David reported the tri-annual reports were due December 15th and only one Funded Partner has not completed the required reporting. No aggregate data was turned in and the report was not up to standards. In general, the quality of reports was impressive.

4. Funded Partner Sustainability Process Update – Mike Smith, Social Entrepreneurs

Jose Montenegro updated the Committee and reported that last year **F5MC** launched its Funded Partner Sustainability process. Social Entrepreneurs, Inc. were hired after the request for qualifications process. SEI staff have been working and meeting with Funded Partners since November 2007. They will be taking the Funded Partners through a three phase process:

- Phase 1: Preparation for an organizational assessment
- Phase 2: Complete the organizational assessment
- Phase 3: Development of a sustainability plan

Mike Smith addressed the Committee. He commented that the process could not have occurred without the leadership of **F5MC** staff and the significant amount of research and analysis they prepared. Smith explained how they approached the process and tools used. An Assessment Tool was adapted to fit each Funded Partner. Some have already gone through this sort of assessment with other agencies or internally. Looking at what research shows are the characteristics that increase the chance of sustainability, these elements will be included in Sustainability Plans. At end of Phase 2 and 3, Smith will be preparing a summary report to present to the F5MC Commission. Summary report will include:

- overall patterns of strengths and capacity building opportunities
- shared strategies among funded partners to improve chance of sustainability
- recommendations to **F5MC** on how to continue to support them

5. Review Evaluation Framework - Gary Resnick and Raul Martinez, Harder + Company Community Research

General overview of the Evaluation Framework was explained to the group by Michelle Magee. The purpose of the Evaluation Framework is to make sure the new design with the next few years is infused with more rigor including looking at behavior change over time. Input was received at the December 13th, 2007 Evaluation Meeting as to which evaluation framework stages were most important.

The parent interview is a large part of the framework, specifically for Stage 2 – Outcome Evaluation. Harder + Company's role will be to administer the parent surveys and track parents over a period of time. We want to know:

- what are the benefits to parents in Monterey County for participating in F5MC funded programs.
- how do the benefits vary across programs and length of participation

The parent interviews will also:

- sample parents from all of the programs who have participants entering.
- report activities with the child in the home, and utilizing programs in the community using a common set of indicators.
- Repeat the interview one year later.
- Have a sample size of 200 matched parent interviews

We still need to look at the window in which the baseline interviews are conducted and determine when is the best time to administer the survey. We will take into consideration the patterns of agricultural migration workers.

Parents will sign a County approved consent form. The process will go through an IRB (Institutional Review Board).

They also noted the Kindergarten Readiness Assessment (KRA) will begin again in January 2009.

The parent survey will be rolled out about August 2008, allowing Harder + Company to gather feedback and make adjustments as needed. The committee agreed there should be incentives for families that participate in survey.

In Stage 3, Systems Change will continue to build on systems change evaluations done in the past. What will be different is that they will expand some of the indicators, and look increasingly at the connections between F5MC funded programs and non-funded.

The outcomes selected are to be common or shared across all programs and activities.

Committee feedback included:

Dr. Black – keep in mind we are dealing with a mobile population, will there be some way of protecting anonymity. Need to follow all HIPAA regulations.

Debi Diaz – the consent form needs to be a straight forward one page document with correct reading level language

Francine Rodd - if it is one set survey, there would be some program services that would not be targeted towards that outcome.

Len Foster responded that whoever is introducing and administering the survey will need to explain it and the process very well.

Adjournment:

Meeting was adjourned at 4:02 p.m.

Upcoming Commission Meetings: *Unless otherwise noted, Meetings take place at: First 5 Monterey County; 1125 Baldwin Street; Salinas.*

- Regular Commission Meeting: February 25, 2008 at 9:00 a.m.
- Evaluation Advisory Committee Meeting: February 14, 2008 at 2:00 p.m.
- Finance/Personnel Committee Meeting: February 1, 2008 at 8:30 a.m.
- Executive Committee Meeting: February 13, 2008 at 1:30 p.m.