



## EVALUATION ADVISORY COMMITTEE MINUTES

Thursday, February 14, 2008 2:00 p.m.

*First 5 Monterey County*

1125 Baldwin Street; Salinas, California 93906

**Call to Order:** Len Foster, Committee Chair called to order at 2:07 p.m.

**Roll Call:** A legal quorum was present.

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

**Committee Members, Funded Partner Representatives, Consultants and Staff in Attendance:**  
David Dobrowski, Evaluation Officer; Francine Rodd, Executive Director; Ana Gonzales Romo, Program Officer; Debi Diaz, Community Oral Health Services; Gay Spitz, Salinas Adult School; Larry Imwalle, Action Council; Krista Hanni, Monterey County Health Department; Maricela Peña, Raul Martinez and Gary Resnick (via phone), Harder + Company and Lisa Luis, Program Support (recorder).

**Approve Agenda:**

The agenda was approved as amended with the addition of an update on the IRB process.

**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

**Action/Information Items:**

**1. Approval of Evaluation Committee Meeting Minutes – January 31, 2008**

**ACTION:** Upon consensus, the Evaluation Committee Meeting Minutes from January 31, 2008 were approved.

**2. Update on the Institutional Review Board (IRB) Process – Maricela Peña, Raul Martinez and Gary Resnick, Harder + Company**

Marisela, Raul and Gary provided an update on where they are in the process of having the ELO Evaluation Framework prepared and reviewed by the IRB. They are currently working on a questionnaire and should be able to have a draft ready by February 26<sup>th</sup> for a March 11<sup>th</sup> review. They will get most of these materials done by end of next week and are working quickly.

Approval is necessary before any subjects are approached for the Evaluation Framework, such as the Parent Survey. This will happen with the consent for parents used with Persimmony to enter information.

It is not suspected that there will be any concerns because of its low risk to parents and children. The IRB will legally protect F5MC and is a necessary step in this process.

### 3. **Data System Update** – *David Dobrowski*

David shared with the Committee that we still do not have a signed contract with Persimmony, who was selected as the Data System vendor. *F5MC* has received questions from Persimmony's lawyer. The process is taking longer than expected. Len inquired if there was anything that could be done to speed up the process. He suggested we emphasize and communicate to Persimmony that this delay is jeopardizing the set timeline, the efficiency of the process and our on-going working relationship with the company.

### 4. **Discussion of final version of Outcomes and Indicators** – *David Dobrowski, Evaluation Officer*

#### a. **Data System Indicators**

David referred to the Data Systems Indicators for ELO Evaluation Framework table and asked for feedback from the Committee. Was there any other information not listed that they would want to see reported out?

Committee discussed the Race/Ethnicity Field in detail. Comments included:

- Why only ethnicity? It should break out race and ethnicity. This can confuse people and we need to make sure when you ask the question to also get the race.
- Of race or ethnicity, which one is more important? Gay shared that for them what they take into consideration is what other funders want from them.
- Which one would if tell us if they are indigenous? Krista replied that neither would. It would have to be a separate question. Might work if you set up the option of "Other".
- Gary commented that the standard is based on the census questions. Is the individual of Spanish descent or not? We are asking for the main breakout of racial groups.
- Having it all grouped together makes sense.
- More people will be choosing multi-racial in the future.

#### Mother's Name

We need to be sensitive of foster parents, guardians, etc. that may not know or want to disclose the mother's name. Gay finds it difficult to obtain mother's name or mother's maiden name. The guardian usually doesn't know the birth mother's information. Should we change it to guardian's name?

#### Address

Be sure to use standard USPS abbreviations and formats. Mailing address can differ from physical address.

#### Example presented

Committee reviewed the Sacramento County intake form. Gary said the decision was made early on to collect data in a two-phase process. Gary pointed out that we are only looking at the intake form which includes those questions that were essential for state wide reporting requirements. Sacramento collected other data later on. Providers thought it was a great idea.

#### How do the F5MC Funded Partners feel about a two-step approach?

Debi felt it is a lot of information to ask for during an hour workshop session. Collecting all this would take up all of their time during workshops. They normally just have a sign in sheet.

Incentives will be used – i.e. a raffle based on the intake forms. It is important and to the Funded Partners benefit to track participants and to figure out a system that will work.

#### **b. Parent Interview Outcomes**

Harder + Company members explained the handout. The first column includes items that were in the ELO framework based on PEP's and ELO strategic plan. The second column is Funded Partner Ideas which were gathered at last week's Learning Circle. The last column is the Recommended Outcomes and will be the basis of the Parent Interviews. Committee was asked to review and see if anything was missing and share any comments.

- One way to approach interview is rather than using the word “increased”, would be to use a scale.
- Gary commented that the recommended outcomes get operationalized in certain ways that increase their measurement precision.
- Why was Healthy Diet and Exercise left off when it was the second in votes at the Learning Circle? Is this an outcome that enough programs are providing a service for to measure it? It has been found that 85% of Funded Partners are doing something with health and nutrition. We should explore ways to capture this information. It seems that plenty of people are focusing on obesity, so something must be being asked about this. Raul said they will include it in the Tool.
- In future iteration, if the Tool is too long or has too many questions, some will need to be weeded out.
- Gary commented that it is important to determine if outcomes are measurable first and foremost and what is the best data to measure them. Is the parent survey the best way? If not, how else can we measure? Can tend to be somewhat limited when data has to be collected through Persimmony or providers. You can't impose collection on all providers. We can pick up other information with the individual PEPs.
- Raul shared that Harder + Company will begin to develop the protocol, specific questions and answers, categories and changes through piloting.

**Adjournment:** The meeting was adjourned at 3:00 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: March 13, 2008 at 2:00 p.m.
- Finance/Personnel Committee Meeting: March 7, 2008 at 8:30 a.m.
- Executive Committee Meeting: March 12, 2008 at 12:30 p.m.