



## EVALUATION ADVISORY COMMITTEE MINUTES

Thursday, May 15, 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 2:36 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; Jose Montenegro, Community Partnership Manager; Francine Rodd, Executive Director; Gay Spitz, Salinas Adult School and Krista Hanni, Monterey County Health Department.

**Approve Agenda:**

ACTION: By consensus, the agenda was approved as amended.

**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 Advisory Committee Meeting Minutes – April 10, 2008**

ACTION: Upon consensus, the Evaluation Advisory Committee Minutes for April 10, 2008 were approved as presented.

Via telephone Debi Diaz expressed her regrets that she is not able to continue sitting on the Evaluation Advisory Committee, but is willing to provide feedback as requested. She has greatly benefited from the experience of being on the Committee. Chris Shannon and Gay Spitz can continue to represent the Funded Partners.

**2. Persimmony Update – David Dobrowski, Evaluation Officer**

D. Dobrowski shared that working with Persimmony has been a very positive experience thus far and only minor adjustments have been needed.

Criteria for Funded Partners not using Persimmony: (1) an existent Data system; (2) can be exportable as determined by Persimmony.

Currently mapping what data Funded Partners collect in relation to what data Persimmony uses. G. Spitz expressed frustration over having to use different data systems for different funding streams. Ideally, some common ground would be found to eliminate much of the duplication of work. Cost and compatibility between systems are issues that would need to be addressed. There are issues of cost and compatibility. **F5MC** is open to Funded Partners exporting their data if they have a system that is robust and exportable though it takes expertise to assess whether a system is exportable. The logic is for everybody to have the same system.

**3. Sustainability Organizational Assessment (and/or Sustainability Plan Report) and level of effort moving forward – Jose Montenegro, Community Partnership Manager**

As part of the sustainability planning, Social Entrepreneurs Inc. were hired to do organizational assessments and conduct a sustainability planning process, both of which have been completed. The plans show a number of priorities across Funded Partners and at the individual level. There is some information about fundraising and communication strategies. The findings will be used to develop a Capacity Building Framework. The number of trainings as a group that applies to 3-4 partners will be created. Moving forward the plan is to organize in two to three ways: 1) group trainings, and a pool of funding for individual capacity building needs; 2) IT support and 3) strategic planning.

Some of the results included: Shared strengths where they work together and the need to build on strengths is interesting (see page 8 of report).

J. Montenegro is developing a plan that *F5MC* might support and includes who should be involved. Community Foundation is doing some of these things already through the MAP trainings, etc. Looking to provide some group training, onsite training and some funding for Funded Partners. The challenge is how to do this in a fair manner.

J. Montenegro asked the Committee - What should *F5MC* really fund and what is the limit on items in the sustainability plans?

K. Hanni commented that she likes the idea of working with other community funders and making sure it is expanding and meeting the community needs that are out there. The listings look good, but people don't have time and sometimes workshops are not the best way to provide support.

L. Foster thought that a technique in some communities – social service laboratory: space, facilities, and shared technical space – an incubator with a law office would be beneficial. Others are doing same kind of work with shared conference rooms, data processing, etc. Community based organizations supported by *F5MC* and United Way whose role was to provide this kind of support to nonprofits in this community. Roving band of helpers or an incubator physically: both maybe. Not sure that agencies harness resources that are available – retired executives with expertise who retire at age 62. Volunteer Center is looking for people with high end skill sets. “Propelling Capacity”. Some of the areas fit well with executive skill sets. Can't afford a fully developed corporation but perhaps a volunteer and training center. Not directly out of *F5MC* but set up a non-governmental organization that operates this thing and have absent control.

One suggestion was for a Resource Library of templates to use for job descriptions, etc. A lot of it is available for free on the internet. It needs to have dedicated resources to organize in a friendly and easy to use manner. Free software for doing almost anything such as project planning, online meetings, etc. is already available, why reinvent the wheel?

Also liked the model of training followed up by coaching. The Community Foundation offers so much but a lot of it is that one shot deal but you need a support group or a support group with a mentor that you can try things and continue to do that. Look at the commonalities of the needs and could combine people to support those needs. Individual needs are things that the group level won't address and it can vary so much across the board. Some organization may need a web designer and someone else may need laptops.

**4. California Health Interview Survey (CHIS) question addition and/or oversample – David Dobrowski, Evaluation Officer**

Raul Martinez, Harder + Co. joined in via conference call.

The CHIS is happening the following summer (FY 2008/09). Is it the best approach to try to collect the county information? Do we want and need this county-level information? Keep in mind the Kinder Readiness Assessment. Type of data collected in on reading and positive parenting practices.

First 5 is interested in the positive things happening. Also looking at an over-sample. We don't have data from other counties to compare with. Could use data to compare results from our own work to the results of the county-level sample in general.

Child sample data: you might need lots of households to get a valid sample. Solano did an over-sample in 2005. They did 35 houses. Cost would be \$90000. Getting parents with young children to spend 45 minutes on the phone won't be easy. Letters are sent in advance and they increase the response by a small percentage at least. CHIS would be most useful for **F5MC**. **F5MC** will have to commit to this process for several years. We could ask CHIS to add a couple of questions that we might be interested in asking. We don't want to do an over-sample. We need to be clear about the questions and make them valuable.

D. Dobrowski will talk to F. Rodd about need for county-level information.

**5. Overview of all outcomes**– *David Dobrowski, Evaluation Officer*

There are different indicators we are working on and that we are planning on incorporating into the Strategic Plan.

**6. Long Term Financial Plan (LTFP) Evaluation Allocation** – *David Dobrowski, Evaluation Officer*

Commissioners are going to be approving the Long Term Financial Plan (LTFP). The LTFP will include evaluation benchmarks. Evaluation expenses are currently 12%; should scale back to 9% of actual expenditures. Might include parent interviews, focus groups, and some design revisions.

L. Foster: I am content with the data that we are collecting now. The data system will become somewhat static and it is very solid, comprehensive. Administrative cap: 10%.

**Adjournment:**

The meeting was adjourned at 3:48 p.m.

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

- Regular Commission Meeting: May 19, 2008 from 9:00 a.m. - 12:00 p.m.  
LOCATION: Northridge Community Center; 470 Northridge Mall; Salinas, CA
- Finance/Personnel Committee Meeting: June 6, 2008 at 8:30 a.m.
- Executive Committee Meeting: June 11, 2008 at 12:30 p.m.
- Evaluation Advisory Committee Meeting: June 12, 2008 at 2:30 p.m.