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EVALUATION ADVISORY COMMITTEE MINUTES

Thursday, September 18, 2008 2:00 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 2:06 p.m. Chair Foster had to leave the meeting early. He left at the meeting at 2:34 p.m.

Roll Call: A legal quorum was not present.

Commissioners in attendance: Len Foster. Dr. Robert L. Black was excused as absent.

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

David Dobrowski, Evaluation Officer; Beth Reeves-Fortney, Sr. Program Officer; Krista Hanni, Monterey County Health Department; Michelle Magee, Raul Martinez and, Harder + Company; Gary Resnick, Westat; Lisa Luis, Program Support (recorder).

Approve Agenda:

No quorum was present. Some agenda items were addressed out of order so that Chair Foster could share his comments and input.

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 – July 10, 2008

Approval was tabled to the October 2008 meeting.

2. Approval of Evaluation Advisory Committee Meeting Minutes – May 15, 2008

Approval was tabled to the October 2008 meeting.

3. Annual Evaluation Report Draft – Raul Martinez, Harder + Co

Raul asked for feedback on the second draft of the 07/08 Early Learning Opportunities Evaluation Report. Chair Foster stated it was very comprehensive but wanted to know who the target audience was. Was it F5MC staff, Funded Partners or the Commission? He feels the report can be condensed because he sees a significant amount of repetition. He would like to see a one-page or so distillation of the significant findings and have the rest available for those who want to read through.

Len enjoyed the chapter on Playgroup Program Implementation Case Study. It showed excellent intervention and parents felt it was a good program. Some changes need to be made so that it's scheduled during a flexible and appropriate time for participants.

Krista spent three hours reading the report and felt like she needed more time to read and digest it fully. There needs to be an Executive Summary – Gary said they will go through another round with the highlights.

The Committee also discussed the power point presentation titled “F5MC ELO Systems-Level Evaluation Highlights”. Harder is presenting the level of collaboration among Funded Partners. The levels of collaboration were measured on a scale of 0-3: 0=No interaction; 1=Networking; 2=Coordination; 3= Collaboration.

Len felt there was too much visualization/charts and that the social network aspect doesn't visualize very well. Michelle said that for the Regular Commission meeting presentation she understands that trying to explain the nuances of the maps is not a good use of the Commissioners time. The focus should be on the take away messages. At the networking level, the connections are very dense and agencies are talking to each other. The goal of trying to convene is working. At the highest level (Collaboration), we have the fewest relationships.

When Beth reviewed the information, her reaction was that it's not appropriate for everyone to be at the same level. The Funded Partners are not the same, they don't have the same funding, resources, etc. If networking is the goal, having them at a point where they determine and know each other enough to know who to go to.

Michelle asked if the Regular Commission presentation should be focused on system level changes. Len said it would be better to do a highlight documents with take-aways and system change.

Additional comments included:

- Just because these agencies are commonly funded by F5MC doesn't necessarily mean they need to be very closely connected.
- What is optimal collaboration?
- It would be interesting to ask the Funded Partners to create their own as an experiment, who do they think they should be collaborating with? What is relevant to their world.
- It is not up to Harder to determine what the appropriate connection of Agency A to Agency B is or should be.
- High collaboration is building capacity and reducing redundancy
- There are impermeable boundaries for some Funded Partners
- What will the map look like when non-funded agencies are added to the picture?

David feels that the amount of time spent on collaboration between agencies that can only work within their city (for example Salinas Library may not need to collaborate with Pajaro Healthy Start), would not be effective.

Raul explained they want to look at how interactions change over time. For the presentation instead of just doing a power point, he would like to see the Commissioners have a piece of legal size paper in front of them to show the progression and ideally show the three maps at the same time - Networking, Coordination and Collection levels. An interesting note is that no other First 5 in California is actually defining what collaboration means.

The goal is to share the message in a clear and understandable manner.

4. Parent Interview Refinement – *Raul Martinez, Harder + Co*

Len wasn't clear on what the blue text in the draft meant. Raul clarified that the blue text was what is proposed to be removed from the survey. Len asked what is the basis for removing the 'Knowledge of Child Development' section and why is this content less important. Gary explained that the questions being asked in the phone interview format would be difficult to understand and respond to. It's just not a good way to extract this type of information.

Raul shared that 90% of interviews will be conducted in Spanish and the Likert Scale doesn't translate well. They want to limit the amount of Likert Scale questions used to four or five.

Len asked how long the survey took to administer. Harder staff said one hour. They are striving to cut it in half because that is what parents really have time for. It's also important to increase the incentive. This actually helps them to recruit families and for the families to remember the process and to be able to go back to those families the following year.

Additional comments (from Francine and Krista) will be sent to Harder in the next few days.

5. State Annual Report update – *David Dobrowski, Evaluation Officer*

The state annual report forms are all online this year. The data is being computed from Persimmony. The forms will be shared at the next EAC meeting. Most of the narration is being taken from the annual evaluation report.

6. Harder budget/contract for the year – *David Dobrowski, Evaluation Officer*

David explained that there are multiple limits to the budget for evaluation contractors (the original approved RFP, the long-term strategic plan, the annual budget) which do not offer the same limits. In order to conduct all component of the evaluation that the commission has asked for, Harder is reducing the cost of the contract by \$10,000 and First 5 is seeking commission approval to stay within the annual budget which is .76% higher than the guidelines presented in the long term strategic plan. Chairman Foster supported this recommendation.

Adjournment:

The meeting was adjourned at 3:26 p.m.

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

- Regular Commission Meeting: September 22, 2008 at 9:00 a.m.
- Finance/Personnel Committee Meeting: October 3, 2008 at 8:30 a.m.
- Executive Committee Meeting: October 8, 2008 at 12:30 p.m.
- Evaluation Advisory Committee Meeting: October 8, 2008 at 1:30 p.m.