Meeting Minutes  
Wisconsin Partnership Program  
Lifecourse Initiative for Healthy Families Evaluation Workgroup Meeting  
Gateway Technical College Racine, WI  
November 7, 2012  1:30-2:45pm

Attendees: Julie Whelan Capell, Quinton Cotton, Nancy Eberle, Cheryl Jackson, Murray Katcher, Courtenay Kessler (by phone), Paul Moberg, Angela Moore, Patrice Onheiber (by phone), Samantha Perry, Ashley Staeck, Stephanie Veazie (by phone)

1. Welcome and introductions

2. Updates since last meeting
Moberg noted that a half-time project assistant has joined the central evaluation team at the UW Population Health Institute. Stephanie Veazie will be working on a variety of project, including compiling information from the quarterly Collaborative Activity Logs and assisting with the implementation of the Collaborative self-assessment survey. Moberg reminded project coordinators that they may receive email communications from her in the future.

3. Collaborative Quarterly Activity Logs
Eberle discussed the quarterly activity log that the project coordinators pilot tested during August and September. Feedback on the template suggested that it worked relatively well, and only minor adjustments have been made. A final version of the log was distributed to project coordinators in mid-October.

Perry suggested including a section where information about events and activities related to African American infant mortality that occur in the LIHF communities but are not organized by the Collaboratives could be recorded. The group agreed this is important process evaluation information to capture. Eberle said she and Veazie would draft an additional section to be attached to activity log and distribute it to the project coordinators.

Eberle also provided a summary of the information submitted by three of the LIHF communities for August and September, including the number of individuals reached by public awareness and educational efforts, topics addressed during these activities, sectors represented at Collaborative meetings and events, and instances of earned media.

The next activity log will cover October through December 2012.

4. Collaborative Self-Assessment Survey
Moberg and Eberle reviewed the draft Collaborative self-assessment survey. Attendees offered several suggestions for final changes to the survey, including a place for respondents to indicate whether they consider themselves a member or part of the leadership of the Collaborative, a place to indicate whether they participate primarily as a community member versus as a representative of an organization or agency, as well as other minor changes and clarifications.

The group also discussed who would be asked to complete the survey. Several possible definitions of “active Collaborative member” were discussed, and it was decided that project coordinators would be asked to forward a list of email addresses for individuals who had participated in at least one Collaborative meeting (including meetings of the full Collaborative or a sub-committee) or event since the beginning of
the implementation phase of LIHF. Eberle noted that she and Veazie will enter these email addresses into the University’s on-line survey program, which will general invitation emails as well as automatically send reminders to those who do not respond to the survey. Eberle noted that while email addresses need to be collected, responses on the survey will not be linked to names or email addresses. She also reminded the group that individuals will not be asked to provide their names or any other identifying information when responding to the survey.

The group also discussed the process for distributing hard copies of the survey for those without internet access. Eberle agreed to outline the results of this discussion and distribute the information to the project coordinators.

Moberg noted that some researchers recommend not distributing surveys during the winter holidays. The group agreed to wait until early January to distribute the first round of the survey.

5. Updates from LIHF Collaborative project coordinators/managers
LIHF collaborative staff members provided an update on recent activities and accomplishments, including events held during infant mortality and prematurity awareness months.

6. Closing and next steps
   • Moberg noted that the group will meet again in the next quarter, likely in conjunction with a LIHF Steering Committee meeting.
   • Eberle and Veazie will add a section titled “Other activities” to the activity log and distribute to project coordinators within the next week.
   • Eberle and Veazie will also make final revisions to the self-assessment survey as discussed above. A draft a document outlining the process for on-line and hard copy distribution of the survey will be distributed to the project coordinators before the end of the month. Survey implementation will occur in early January 2013.