Meeting Minutes  
Wisconsin Partnership Program  
Lifecourse Initiative for Healthy Families Evaluation Workgroup Meeting  
United Way of Greater Milwaukee  
May 8, 2013 10:00-11:30am

Attendees: Kate Baldwin, Sarah Blackwell, Julie Whelan Capell, Quinton Cotton, Nancy Eberle, Cathy Frey, Cheryl Jackson, Teresa Johnson, Murray Katcher, Courtenay Kessler  Mayia Miller (by phone), Paul Moberg, Angela Moore, Patrice Onheiber, Samantha Perry, Pamela Smith (by phone), Stephanie Veazie (by phone)

1. Welcome and introductions
Moberg began the meeting and asked participants to introduce themselves.

2. LIHF Collaborative Quarterly Activity Logs
Eberle provided an overview of the information submitted by LIHF Collaborative project coordinators/managers from Beloit, Kenosha and Racine for the January-March 2013 period. Eberle noted that there were slightly fewer public awareness and educational events across the three Collaboratives during this period compared to the previous quarter, but that more people were estimated to have been reached by the events. The group also reviewed the topics discussed at these events, noting that basic information about infant mortality and racial disparities in birth outcomes, data related to infant mortality, and the work of the Collaborative were the most frequently discussed topics. Eberle also noted that there were 243 participants at Collaborative meetings during this quarter and reminded the group that this is not an unduplicated count, as individuals are counted each time they attend a meeting. Eberle presented a breakdown of meeting attendees by sector, with human/social service organizations, non-profit advocacy organizations and individuals participating primarily as community residents as the most well-represented sectors. The group discussed how best to report on the full range of fundraising activities Collaborative staff and leaders engage in, including the long-term work of building relationships with potential funders. The group confirmed that this information can be noted in narrative form in the “Fundraising” section of the activity log.

The group also discussed how they will record participation in Collaborative meetings by individuals representing LIHF-funded project grants in the future. It was decided that Eberle and Veazie would revise the activity log to include a place for Collaborative staff to note this in the section where sector representation of meeting attendees is recorded.

3. Collaborative Self-Assessment Survey
Moberg presented preliminary results from the first round of the Collaborative self-assessment surveys, which was implemented with Beloit, Kenosha and Racine Collaborative members in March. He noted that the overall response rate was approximately 50% and that response rates were not notably different between the three communities. He also presented preliminary results for each of nine “domains” covered in the survey, and noted that in general the scores for all of the domains were relatively high, indicating favorable views of the Collaboratives’ functioning.

Moberg noted that further analysis will be done by the central evaluation team to confirm preliminary findings and to look for notable differences between sub-groups of respondents. Individual reports for each Collaborative containing responses from their members will be completed in the next few weeks, as will an overall report for the Wisconsin Partnership Program (WPP).

4. Discussion of draft tracking template for LHIF project grant process data
Eberle presented a draft tool for LIHF project grantees to use to record basic process information about their program participants. She noted that all implementation grantees whose projects serve or involve individual participants are being asked to submit process information annually, as a supplement to their annual grant reporting to WPP. Eberle noted that the purpose for asking project grantees to submit this information is to help WPP and the LIHF project characterize the reach of its activities and initiatives across the four communities. Eberle also noted that only aggregated, de-identified information will be requested, and that the information is likely already being collected by grantees as part of their program management activities.

Members of the workgroup provided feedback on the draft template related to several issues including further clarifying who a “participant” of a program is, refining the categories used to collect information on parenting status, and including a place for respondents to indicate information about referrals between local organizations.

5. Updates from LIHF Collaborative project coordinators/managers
Due to time constraints, project coordinators/managers indicated they would provide updates on their activities during the LIHF Steering Committee meeting, which followed the Workgroup meeting.

6. Closing and next steps
- Moberg noted that the group will meet again on July 10th, in Beloit.
- The central evaluation team will distribute a revised Collaborative Activity log to Collaborative staff to be used starting with the July-September quarter.
- The central evaluation team will complete the analysis of the Collaborative self-assessment survey results and distribute reports to Collaborative and WPP staff as soon as they are completed.
- The central evaluation team will make revisions to the project grant process tracking template and distribute to Workgroup members for further review in the next few weeks.

Recorders: Nancy Eberle and Stephanie Veazie