Minutes

Wisconsin Partnership Program
Lifecourse Initiative for Healthy Families Evaluation Workgroup
October 27, 2010
10:30 am – 2:30 pm

Present: Mayia Corcoran (phone); Quinton Cotton; Marion Fass (phone); Vivian Jackson; Murray Katcher; Courtenay Kessler; Angela Moore; Patrice Onheiber (phone); Samantha Perry; Jessica Rice; Angela Rohan (phone); Pamela Smith; Julie Whelan Capell

Absent: Georgia Cameron; Ron Cisler; Sheila DeForest; Patricia McManus; JaNay Sims, Trina Salm Ward

Staff and Consultants: Paul Moberg, Nancy Eberle; Cathy Frey, Lorraine Lathen

1. Welcome and Introductions
   Paul Moberg as chair of the Evaluation Workgroup called the meeting to order at 10:40 am and invited members to introduce themselves.

2. Review minutes of previous meeting
   Members accepted the September 29, 2010 minutes as distributed.

3. Proposed Timeline for Planning and Implementation Phases of LIHF project
   Frey provided a general overview of the process and timeline for the implementation phase that will begin in 2011. More details will be provided in January when it is expected that the Steering Committee will review a draft of the implementation Request for Partnership (RfP).

4. Wilder Collaboration Factors Inventory baseline results
   Project coordinators provided an update on their respective Wilder Collaborations Factors results and described how the information is being shared and used among LIHF Collaborative members. The Wilder Collaboration Factors Inventory provides a baseline to assess how each collaborative is doing on 20 research-tested factors for a successful collaboration. The WPP and each Collaborative will use the inventory to assess collaborative work and to analyze the strengths and weaknesses over time. Lathen emphasized that the survey is a tool to assess strengths weaknesses and to make changes when appropriate.

5. Meeting Assessment Tool
   Lathen provided an update on the standardized assessment tool to evaluate Collaborative meetings. She emphasized the need to document member participation by community sectors. Smith also acknowledged the importance of meeting minutes to document community member participation.
6. Group discussion of Proposed Evaluation Questions
Moberg and Eberle discussed the evaluation questions that workgroup members generated at the last meeting. The purpose is to develop a set of questions to ensure there are no gaps in short, medium and long term outcomes as reflected in the program logic model. Questions were categorized into the two program phases, Planning and Implementation. Members discussed the questions and identified areas not previously identified. Staff will revise the questions based on member feedback and present at the next meeting.

7. Group Exercise: Trial run of Community Needs Assessment tool using Racine as example
Moberg, Eberle and Perry presented the results of a trial run of the standardized community needs assessment tool for the Racine LIHF Collaborative. The tool seeks to identify critical elements of a service delivery system. It then asked key informants the extent to which the system is meeting total populations needs with respect to element, effectiveness and quality and provides a mechanism to score service delivery based on that input. With input from members, Staff will consider an appropriate process and strategy and discuss at the next meeting.

8. Adjourn and next meetings
Next steps for the evaluation workgroup include the following activities:
- Further refining the evaluation tools
- Review the program logic model
- Prioritize evaluation questions
- Consider methods and methodology

The next meeting of the workgroup is Wednesday, December 1, 2010 at a location to be determined.

The meeting adjourned at 2:30 pm.

Recorder, Cathy Frey