



Evaluation Committee Minutes

March 16, 2018

10:00-12:00

Endowment for Health, One Pillsbury Street, Suite 310

Present: Peter Antal, Maureen Quinn, Yulya Spantchak, Jennifer Ganim-Smith, and Karen Horsch.

The group welcomed new member Jennifer Ganim-Smith, Training and Marketing Specialist, Child Care Aware® of New Hampshire.

1. Updates from previous meeting

Based on more thinking about and feedback on the framework for measures and outcomes being developed, there is a desire to simplify the measures framework for committees. This meeting continued those discussions.

2. Key updates & requests from other committees/Council

Karen shared highlights from the Spark NH Chairs Committee meeting.

3. Spark NH Committee Workplan, Goals and Objectives

The group discussed a workplan template that Peter shared. This is envisioned as a way to help committees manage their work and also to report to Laura and the Evaluation Committee on progress (process measures). The group discussed several aspects related to this:

- Overall, the committee felt this is a useful tool.
- There was a recognition that the detail of activities varies by committee. Evaluation Committee felt the activities identified by committees should be used as a starting point for this so that committees can get used to using it and can then decide for themselves if additional details are needed to support their work. Evaluation Committee could provide some feedback on this as needed.
- It is important that this is not too burdensome for committees. There is a need to determine how long this will take to complete when deciding how frequently to complete. Monthly and quarterly were both suggested.

- There are several ways committees might want to implement this: this could be completed during the meeting or after the meeting by the chair; this could be appended to the standing minutes; challenges could be emailed out before meetings to help committee members prepare for the meeting.
- Suggestion that a database for this be explored.
- Suggested changes: use numbers for status (without words); change timeframe to due date or target date.
- Agreement that workplans will be prepopulated with current activities to help committees get started.

Peter noted that he wanted to spend more time reviewing the evaluation framework discussed in earlier meetings relative to the workplan format and thus, discussion moved to the two surveys the Committee is responsible for fielding. The measures will be further discussed at the April Committee meeting.

4. Leader Survey

The Committee reviewed the Leader Survey. The Leader Survey is one of several evaluation tools used as part of reporting to SAMHSA as part of the Project LAUNCH grant, which is now in its third and final year. Peter will send summaries of past results to the Committee. This survey will be fielded in April.

The Committee discussed whether this survey should be continued after Project LAUNCH ends as it collects perspectives about changes in the early childhood system and Spark NH impact from a larger stakeholder circle than the Spark NH Committee Member Survey. Members agreed to look at the current survey with a view to longer terms use.

Several changes to the survey were suggested:

- Incorporating aspects of Q#12 from the Committee Member Survey.
- Adding question(s) about the Framework for Action.
- Add a question about workforce.

The Committee members agreed that expanding the list of respondents substantially would be very helpful. Suggestions were provided and Peter recorded these.

Peter will send around an updated version.

5. Committee Member Survey

Committee members reviewed the powerpoint presentation given to the Council in the Fall to become re-familiar with the survey and the information it provides. Members noted that high number of “unsure” responses to some questions. This survey will be fielded in May.

Committee members suggested changes to the survey:

- Addition of questions: The current workplan well represents what the committee can accomplish; The process of developing the workplan was useful; The workplan represents the perspectives of the committee; The workplan of the committee is achievable. This assumes that workplan process will have been implemented by May.
- Suggestion to add a question related to equity: Activities focused on equity will help Spark NH to make progress on issues of disparity in the State; Do the committee's goals and objectives effectively incorporate equity.
- Suggestion to add questions around the framework: How effective has Spark been in defining early childhood policies in NH; Has the framework been an effective tool to guide informed policy development in New Hampshire.
- Revisions suggested to Question #12: additional option: communicating policy priorities (after raising awareness); consider dropping facilitating integration of services; promoting cross agency / sector collaboration on data sharing (though maybe drop for this as its too committee specific); changing supports and services to just services; drop breaking down silos.

6. Requests to other committees/Council

None.

7. Report to Council