

Evaluation Committee Charge - Work with the evaluation consultant to design and implement an evaluation plan that documents Council processes and outcomes relative to Federal requirements and other mandates and activities.

Evaluation Committee Minutes
April 20, 2018, 10:00am – 11:20am
via Zoom teleconference

Present: Peter Antal, Maureen Quinn, Yulya Spantchak, Jennifer Ganim-Smith, and Eleanor Jaffe

1. **Updates from previous meeting-** *no updates, Maureen will provide Peter with a correction of minutes (minor typo)*
2. **Key updates & requests from other committees/Council-** *none*
3. **Committee Member and Leader Survey**
Updated versions of the surveys were reviewed and discussed by the group.

Committee Member Survey comments/edits:

- *Delete Question #5, as it does not provide valuable data that cannot be gathered elsewhere*
- *Revise Question #7, regarding equity in Committee work plans, element #5 adding “in the early childhood system” to the phrase “in the State”*
- *Switch the order of Questions #8 and #9 for a more logical flow*
- *Revise question #9 (new Question #8), changing “in the next few months” to “over the next year”*
- *Question #11, change the instructions for the comment text box to include “offer suggestions”*
- *Question #14, add the two data-related elements from the Early Childhood Leader Survey Question #25, to this survey question*
- *Question #14 add some examples (funding, staffing, advocacy resources) for “Leveraging Resources” for improved clarity (revise corresponding element in the Leader Survey Question #25*
- *Question #14, revise instructions for comment text box to include having respondents provide comment for “Greatly Successful” responses*

EC Leader Survey discussion. Data analysis from last year's survey shared with group. List of respondents reviewed by group and several suggestions made for additions. These included the following:

- *Ann Auger from Coos County, to supplement Mollie White who is new to her position*
- *MIECHV staff representative from DHHS/MCH*
- *Family Resource Centers representative*
- *Children's mental health representative*
- *PTAN (Joan Izen)- check with Laura*
- *Campaign for a Family Friendly Economy (Amanda Sears, e-mail: amanda@familyfriendlyeconomy.org)*
- *Health Care Partnerships- unclear who contact should be, check with Laura*
- *Watch Me Grow, if Debra Nelson is no longer chair of Steering Committee*
- *Family-Centered Early Supports and Services, another contact if Liz Collins cannot represent this sector as well*
- *Discussed adding a question to the survey asking respondents for suggestions of additional people to survey*

EC Leader Survey comments/edits:

- *Recommend moving opportunity to provide e-mail address to the end of the survey and make it optional*
- *Revise first introductory paragraph for greater consistency - lower case/upper case reference to early childhood system, possible revision to describe system attributes consistently between first and second sentence*
- *First section questions are driven by Project LAUNCH evaluation plan goals and indicators, may not carry these questions forward in future years*
- *New section of questions added relating to the Framework For Action (FFA). Discussed potential benefit of asking for respondent perspective on the FFA as a whole, may not be advisable as it could give impression that FFA is being revised. Possibly recommend adding a question about respondents familiarity with the FFA, Peter will follow-up with Laura*
- *Crosswalk changes in questions/revisions between Committee and Leader surveys as needed*

4. Spark NH Committee Workplan, Goals and Objectives (Peter)

Updated workplan discussed by group, some wording changes and guidance added so Committees can complete the updates more easily and consistently. End of Year Reporting summary data added to work plan to facilitate devaluating effectiveness of workplan activities and for possible inclusion of historical data in trend numbers. Pros and cons of summary data discussed by group. May present end of year summary data to committees as a recommendation, Peter will also get feedback from Laura.

5. Requests to other committees/Council- none

6. Report to Council- Maureen will report out for the committee at April meeting Meeting evaluation