**Evaluation Subcommittee Meeting  
4/12/2018**

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| **Name** | **Role** | **Email Address** | **Present Absent** |
| Alice Chrostowski | System Partner Tri-Chair | [achrostowski@eecaremgt.org](mailto:achrostowski@eecaremgt.org) | Present |
| A. Rand Coleman | Family/Provider Partner | [randcoleman@gmail.com](mailto:randcoleman@gmail.com) | Absent |
| Jase Elam | Youth Partner Tri-Chair/Provider Partner | [jelam@prysmyouthcenter.org](mailto:jelam@prysmyouthcenter.org) | Absent |
| Dan Fisher | System Partner | [dfisher@childandfamilyfocus.org](mailto:dfisher@childandfamilyfocus.org) | Absent |
| Steve Freas | System Partner | [sfreas@hsao.org](mailto:sfreas@hsao.org) | Present |
| Dr. Gordon Hodas | System Partner | [gordonhodas@hotmail.com](mailto:gordonhodas@hotmail.com) | Present |
| Andy Kind-Rubin | Family/Provider Partner | [akindrubin@gmail.com](mailto:akindrubin@gmail.com) | Absent |
| Wendy Luckenbill | System Partner | [luckenbillwl@upmc.edu](mailto:luckenbillwl@upmc.edu) | Present |
| Corey Ludden | System/Youth Partner | [corey@youthmovepa.org](mailto:corey@youthmovepa.org) | Absent |
| Bryon Luke | Provider Partner | [bluke@childandfamilyfocus.org](mailto:bluke@childandfamilyfocus.org) | Absent |
| Lisa Milan | System Partner | [lmilan@co.greene.pa.us](mailto:lmilan@co.greene.pa.us) | Present |
| Amber Myers | Youth Partner | [Myersaa298@gmail.com](mailto:Myersaa298@gmail.com) | Absent |
| Nico’Lee Rohac | Youth/Provider Partner | [nrohac@gmail.com](mailto:nrohac@gmail.com) | Present |
| Maria Silva | Family Partner Tri-Chair/Provider Partner | [msilva@alleghenyfamilynetwork.org](mailto:msilva@alleghenyfamilynetwork.org) | Present |
| Deann Hamilton | Family Partner | [deannhamilton@gmail.com](mailto:deannhamilton@gmail.com) | Absent |
| Tita Atte | Lead Evaluator, GLS Suicide Prevention Grant | [ta63@drexel.edu](mailto:ta63@drexel.edu) | Present |
| Melissa Bible | Erie-Luzerne System of Care Initiative | [mrbible@eriecountypa.gov](mailto:mrbible@eriecountypa.gov) | Present |
| Judy Davis | Consultant, BHARP SOC Project | [judydavis@bharp.org](mailto:judydavis@bharp.org) | Present |
| Mark Durgin | Director, Pa SOC Partnership | [Durginm@upmc.edu](mailto:Durginm@upmc.edu) | Present |
| Karen Jenkins | Director, Healthy Transitions Partnership | [jenkinske@upmc.edu](mailto:jenkinske@upmc.edu) | Present |
| Anne Katona-Linn | Co-Director, SS/HS Partnership | [akatonalinn@gmail.com](mailto:akatonalinn@gmail.com) | Present |
| Deana Moore | Co-Director, SS/HS Partnership | [dmoerer@yapinc.org](mailto:dmoerer@yapinc.org) | Absent |
| Jill Santiago | PA SOC Partnership Social Media Coordinator | [pasocjill@gmail.com](mailto:pasocjill@gmail.com) | Present |
| Monica Walker Payne | Director of Evaluation, YFTI | [walkermm@upmc.edu](mailto:walkermm@upmc.edu) | Present |
| Samantha Bursic | Systems Analyst, YFTI | [bursics@upmc.edu](mailto:bursics@upmc.edu) | Present |
| Joanne Cashman | Consultant – CoP OMHSAS | [joanne.cashman@nasdse.org](mailto:joanne.cashman@nasdse.org) | Present |
| Michelle Baxter | Hum. Serv. Prog. Spec.  Policy Bureau, OMHSAS | [mibaxter@pa.gov](mailto:mibaxter@pa.gov) | Present |

Standing Meeting will be the 2nd Thursday of the month from 9:00 AM to 10:30 AM.

* At 9:00 AM, Monica welcomed everyone to the call and waited a few more minutes for others to join.
  + Attendance – each member introduced themselves so that Joann had a better sense of who was on the call and what type of roles we all play
* We did another review of the documents created by two of the workgroups for feedback from the Subcommittee.
  + Evaluation Subcommittee Recruitment Tools
    - Monica showed the drafts of both the Subcommittee Recruitment Brochure and *What Can We Do For You* Brochure.
    - We received feedback to change the logo to the PA CARES logo, to change out the capital letters, and to add a connection to OMHSAS (Shannon by email)
    - On the *What Can We Do For You* brochure we will explore changing the white lettering to something darker and easier to read
  + Youth Recruitment Tool
    - Monica/Nico’Lee showed the draft of the Youth Recruitment Brochure.
    - Some of the comments and feedback included:
      * Add more graphics and less words
      * Put the PA CARES logo instead of the old PA SOC one
      * Streamline the text into less info
    - Joanne mention that there is a site that you can use to check the 508 compliance and readability of infographics and she will share that resources with the group
    - We are hoping to have these available for distribution at the Interagency Conference and will give to Lex Gingell for the YYA network
  + Monica talked about the history of the Subcommittee and how valuable a resource it has been. She discussed how the group has grown and become more broad and inclusive over the last year and identified that members are willing to work on subgroups around topics of interest and wanted to build skills around evaluation and marketing last summer. She mentioned that the group needs to have a shared responsibility among the connected grants but that she is still available to facilitate and organize the meetings for consistency.
  + Monica talked about how the Subcommittee has been featured in the new Strategic Plan for the PA CARES grant:
    - as a part of the process by which counties can identify meaningful local data collection processes (alongside the SAMHSA grant requirements) to build a fuller continuous quality improvement process.   We will be assisting in:
* Identifying surveys and assessments used by other communities around particular topics of interest
  + helping to implement those processes at the county level
  + aggregating the results into something that will be useful to state planning
* Helping to  design qualitative data collection strategies (interviews, focus groups, community cafes, etc.)
* Providing strategies for using public county, state, and national data in local leadership committees to spark discussion and planning
  + Joanne led a discussion of the idea to formalize the Subcommittee structure into a Practice Group for OMHSAS
  + Some of the concepts introduced included:
    - OMHSAS would like to use practice groups as a source for practitioner and consumer input on evaluation issues (and other identified topics like trauma)
    - Increasing membership to include more families and youth as well as grant directors and other stakeholders from the SLMT
    - 2-way learning with OMHSAS so that they identify time-limited needs that would be addressed by subgroups and the Subcommittee would also make recommendations and identify barriers/needs for OMHSAS to consider. Some concepts would require whole-group feedback and other concepts would be addressed by subgroups who have an interest and investment in the topic.
    - Will we need to change the name of the group to Evaluation Practice Group?
    - Will we need to rethink the tri-chair structure to have “conveners” who are responsible to keep things moving forward and then leads of various workgroups?
    - Group members were general positive about the idea but identified some possible concerns/barriers such as volunteer members having enough time to dedicate, ensuring that we have a broad/diverse group who can give input on appropriate topics, and being concerned about politics and equal voice of members
    - Slides are attached with more detailed information:
    - 
    - We decided to send out a Doodle Poll to see if anyone is available to meet for an informal breakfast or lunch with Joann to talk more about the Practice Group concept at the Interagency Conference (April 30-May 3)
    - <https://doodle.com/poll/cpngzppccf5cud4k>
    - Additional next steps will be discussed and reported to the group
* Monica adjourned the meeting around 10:33 AM.
  + The next subcommittee meeting will be held on May 10th at 9:00 AM.