



## Evaluation Subcommittee Meeting Minutes

June 23, 2014 - 5:00-6:00pm

**Attendees:** Lisa Caruso, Gordon Hodas, Andy Kind-Rubin, Alex Knapp, Bryon Luke, Maria Silva, Tim Truckenmiller

**System of Care Staff Support:** Monica Walker Payne, William McKenna, Amanda Clouse, Jill Santiago  
Corey Ludden, Ed McKenna, Wendi Buzzanco

- **Discussed additional memberships**
  - Maria wrote all the names on flip charts and separated into youth, family, and system partners.
  - We agreed to go above 12 members to make sure that we have a good mix of partners and county representation.
  - Membership will be 50% system partners, 25% youth partners, and 25% family partners.
  - We agreed that there will be no minimum or maximum number of members from the YFTI Advisory Board / SLMT.
  - Alex Knapp, youth member and Youth Tri-chair of the SLMT joined the committee.
  - Andy Kind-Rubin asked Kate Fisher to join the committee as a youth member to replace Corey who is now staff. She accepted – yay!
  - Jill Santiago offered to ask Rand Coleman to join the committee. He would be a Family/Provider partner and is on the YFTI Advisory Board.
  - We aren't sure if Karan Steele still wants to be on the committee – Monica will email to ask her.
  - Sandy Mantsch left her position in Erie so we need to replace her – we asked Dave Jeannerat to be on the committee or to appoint another person in Erie – waiting to confirm.
  - Alex mentioned that we have a lot of partners from the Eastern part of the state – may need to recruit additional members from the West.
  
- **Finalize the Subcommittee Charter**
  - We amended the workgroup members to include members of the YFTI Advisory Board and State Leadership and Management Team.
  - Amended wording to say “with every effort to include members of the YFTI Advisory Board and State Leadership and Management Team”.
  - Membership will be 50% system partners, 25% youth partners, and 25% family partners.
  - Monica will send final draft out to committee.
  
- **Identify the Tri-Chairs**
  - Maria was nominated and accepted the Family Tri-chair
  - Mark Durgin will be asked by Maria to be the System Tri-chair
  - Gina Lutz will be asked by Bryon to be the Youth Tri-chair
  - We set term limits as one year so that members are not burdened by accepting tri-chair role
  - Tri-chairs will help to set the meeting agendas, will run the meetings, will review new membership, will mentor new members, and will help set the rules for meetings/operations.
  
- **Set up a regular meeting schedule**

- Tricia Turley will be sending out requests for 2 doodle polls.
  - One will be for a meeting in the next 3-4 weeks.
  - One will be to set up a standing monthly meeting.
- Meetings will be 90 minutes via phone/webinar and can be reduced after the initial pressing topics are discussed.
- **Identify topics for future meetings**
  - Review HFW chart forms to give thoughts/feedback for rollout in September.
  - County Progress Assessment revisions (length, language, process, etc.)
  - WFI-EZ results – review and dissemination procedures
  - Longitudinal / TRAC-NOMS results – review and dissemination procedures
  - Discussion/ideas/feedback for CQI process and how to present data so that it is engaging
- **Empowerment Evaluation**
  - Briefly discuss concept and guiding principles of inclusion and democratic participation.
  - Activity to identify and engage stakeholders – tabled until future meeting
  - Gave out “Getting to Outcomes in Systems of Care” book as a resource for members.

### Evaluation Subcommittee members:

1. Lisa Caruso – Provider Partner – Northumberland County [lcaruso@keystonehumanservices.org](mailto:lcaruso@keystonehumanservices.org)
2. Mark Durgin – System Partner – York County [MBDurgin@YorkCountyPA.gov](mailto:MBDurgin@YorkCountyPA.gov)
3. Kate Fisher – Youth Partner – Delaware County [fisher.katlyn@gmail.com](mailto:fisher.katlyn@gmail.com)
4. Dr. Gordon Hodas – System Partner – OMHSAS [gordanhodas@hotmail.com](mailto:gordanhodas@hotmail.com)
5. Dave Jeannerat – System Partner – Erie County – [djeannerat@eriecountygov.org](mailto:djeannerat@eriecountygov.org)
6. Andy Kind-Rubin – Family/Provider Partner – Delaware County [akindrubin@verizon.net](mailto:akindrubin@verizon.net)
7. Alex Knapp – Youth Partner – Dauphin County [acknapp08@gmail.com](mailto:acknapp08@gmail.com)
8. Bryon Luke – Provider Partner – Montgomery, Delaware, Bucks, Chester Counties  
[BLuke@childandfamilyfocus.org](mailto:BLuke@childandfamilyfocus.org)
9. Gina Lutz – Youth/Provider Partner – Montgomery County [glutz@childandfamilyfocus.org](mailto:glutz@childandfamilyfocus.org)
10. Maria Silva – Family/Provider Partner – Allegheny County [msilva@alleghenyfamilynetwork.org](mailto:msilva@alleghenyfamilynetwork.org)
11. Karan Steele – Family Partner – Westmoreland County [BFHWIFE@hotmail.com](mailto:BFHWIFE@hotmail.com)
12. Tim Truckenmiller – Provider Partner – Fayette County [tim.truckenmiller@adelphoivillage.org](mailto:tim.truckenmiller@adelphoivillage.org)

### System of Care Staff Support:

13. Monica Walker Payne – Lead Evaluator [walkermm@upmc.edu](mailto:walkermm@upmc.edu)
14. William McKenna – Data Coordinator and Analyst [mckennawh@upmc.edu](mailto:mckennawh@upmc.edu)
15. Amanda Clouse – Family Member Interviewer [clouseam@upmc.edu](mailto:clouseam@upmc.edu)
16. Jill Santiago – Family Member Interviewer [jillsantiago7@gmail.com](mailto:jillsantiago7@gmail.com)
17. Corey Ludden – YIS Staff – Luzerne County [luddenc@upmc.edu](mailto:luddenc@upmc.edu)