

**TASK FORCE:
Outcomes & Evaluation**

ACTION MINUTES

2-27-08

Public Health Department, C103

Attendance: Merith Cosden, April Howard, Daniel Milei, Amy Ratliff, Trina Boyce, Bill Miller, Laura Mancuso, Deborah Hartman, Joe Harding, Fried Wittman, and Nancy Vasquez

1. Welcome & Introductions

The facilitator, Nancy Vasquez opened the meeting by welcoming everyone. Laura Mancuso, Fried Wittman and Joe Harding were introduced as guests for this meeting. All introduced themselves.

2. Thom Allena's Departure & Future Facilitation

Nancy shared that Thom Allena, facilitator of this task force as well as the Leadership Council, resigned from the project to continue his school work. Nancy stated that either she will continue to facilitate this task force or a new facilitator may be utilized.

3. Presentation by Daniel Milei – the County's Database

Daniel Milei, Director of Information Technology Services with Santa Barbara County, demonstrated the county's prototype for the new database they are building. The database will merge all the various county department's data to determine patterns, various needs. The Meth Leadership Project has been selected to serve as one of the pilots to test the system. Daniel shared that the prototype was approved in concept by the Board of Supervisors, that IT is now moving ahead to build the database, that the database will be web-based and that IT now owns the prototype. Daniel asked for this group to determine the identifying qualifiers (name, date of birth, social security number, etc) to be used.

4. Building a baseline of Data Elements:

A. Review of the Sheriff's Data

Bill Miller presented the forms used by the Sheriff's Department to collect data on their clients/offenders. Several documents were shared with task force members. Bill shared that the Sheriff's Dept. does not collect a lot of meth specific information, that when someone is arrested the drug of use is lumped under "narcotics". He also shared that one would need to look specifically at each record to determine if meth was involved. Members had a discussion about the various challenges of gathering meth specific information (ie difficult to assess specific drug at the time of arrest).

B. Confirm list of data elements to date

Nancy presented the tracking form, the List of Data Elements – to date. The document tracks all the data elements from the various departments. Task force members made some edits to it. Nancy said that further additions needed to be made but assistance from CWS was needed.

C. Discussion of Action Plans & Evaluation Components

Amy shared some feedback from the other task forces regarding the O&E Task Force member roles at their meetings. She shared that there had been some discussion about how rigid an evaluation should be for all the various action plans. It was determined that for the more "cornerstone" initiatives, such as a "crystal darkness" type media campaign, a strong evaluation should be developed and utilized, but for simpler

initiatives, such as the brochure distribution initiative, more of a process evaluation in which they gather the number and location of brochures distributed, would be more appropriate, particularly given the time and cost.

a. Action items were:

Action Item	Description	Completed
#1	TF members will determine the identifying qualifiers (name, date of birth, social security number, etc) to be used for the database at the next meeting in March.	
#2	Nancy will work with the departmental reps (Sheriff's, CWS, ect, to ensure the accuracy of the List of Data Elements.	
#3	TF members will review the actions plans in preparation for discussion at the next meeting in March.	

5. Conclusion

The meeting adjourned at 3:00 p.m.