

**TASK FORCE:
Outcomes & Evaluation**

**ACTION MINUTES
5-28-08
Public Health Department, C103**

Attendance: Merith Cosden, Bill Miller, Daniel Milei, Susan Klein-Rothschild and Nancy Vasquez.

1. Welcome & Introductions

The chair, Susan Klein-Rothschild opened the meeting by welcoming everyone. All introduced themselves.

2. Update on the Database Project with IT & Presentation at Leadership Council Mtg

Daniel & Susan spoke about their presentation on the database project at the Leadership Council meeting on May 14th. Susan shared that Zandra Cholmondeley from the County's Administration office attended the Leadership Council meeting and has been assigned the task of forming an executive level committee of department heads to move the database project forward and respond to the HIPAA challenges. Daniel shared that what that County wants the following question answered regarding the database is: "what do we want to see and how would it be helpful?" The task force discussed the following as important elements for the database:

- Provides a more detailed history
- Allows departments to avoid redundancy (ie AOD history can be shared with other depts.)
- Could serve as a model for coordination between departments and serve shared clients better
- Allows for better decision making regarding programs and services

After further discussion, Susan offered to prepare some notes regarding the merging of data by county departments that could be shared with the executive committee.

3. Appreciative Inquiry Evaluation

Nancy Vasquez shared the handout with above title and asked the task force for feedback on using this as part of the evaluation of the Meth Prevention Network. She shared that the Network has been functioning for almost a year and that the project will be "winding down" in October, with a presentation to the Board. Merith said she liked it, as did Susan. Susan shared that the key to doing the Appreciative Inquiry evaluation is the questions that are asked of the group. The task force discussed who could do the evaluation and Susan shared she had some familiarity with AI. It was decided that at the June meeting, the task force would help develop questions for the AI evaluation. Susan said she would review the AI evaluation and consider conducting it with the Leadership Council. Nancy said she will be discussing this with the staff and will also look into other facilitators.

4. Re-Collection of County Meth Data

Nancy shared that as part of the presentation to the Board of Supervisors, we need to report on outcomes of the Meth Prevention Network. The evaluation most likely will include the Appreciative Inquiry, an evaluation of the strategies implemented, and a report on any changes in meth related county data. Nancy said she is asking each of the county departments that participate on this project to re-collect the data they began collecting for the Summit in December, 2006. She has spoken with the Sheriff's Dept and Social Services. She will follow up with the other departments (ADMHS & Probation). Bill said it

would not be problem for him to collect the law enforcement data, including checking in with the other police departments.

5. Discussion of the Action Plan Evaluation Components

Susan reminded the task force members to check in with their task forces regarding evaluation.

A. Action items were:

Action Item	Description	Completed
#1	Susan Klein-Rothschild will prepare some notes regarding the merging of data by county departments that could be shared with the executive committee.	
#2	Zandra Cholmondeley from the County's Administration office will help form an executive level committee of department heads to move the database project forward and respond to the HIPAA challenges. Nancy will follow up with Kathy and/or Zandra to get status reports.	
#3	Susan will review the Appreciative Inquiry evaluation for consideration with the Leadership Council. Nancy will also look into other facilitators.	
#4	Bill will check with staff regarding the re-collection of the meth data. Nancy will follow up with Probation and ADMHS about re-collecting the meth data.	

6. Conclusion

The meeting adjourned at 2:45 p.m. Next meeting will be Wednesday, June 25th from 10am-12pm at SB Public Health, conference room 103.