

**TASK FORCE:  
Outcomes & Evaluation**

**ACTION MINUTES**

**4-23-08**

**Public Health Department, C103**

**Attendance:** Bill Miller, Daniel Milei, Trina Boyce, Amy Ratliff, Susan Klein-Rothschild and Nancy Vasquez.

**1. Welcome & Introductions**

The facilitator, Nancy Vasquez opened the meeting by welcoming everyone. All introduced themselves.

**2. Resignation of Current Chair & Identification of New Chair**

Amy Ratliff announced that she has resigned from People Helping People and will be going back to school in Las Vegas; therefore a new Chair for the Outcomes & Evaluation Task Force is needed. Susan Klein-Rothschild agreed to serve in this capacity. Susan also serves on the Leadership Council, a requirement for serving as Chair.

**3. Re-Affirmation & Progress Check of the O&E Task Force Charge**

The group reviewed the Strategy Chart handed out along with a “progress check” document also handed out. Of the four tasks charged of the O&E TF, all but one is in progress. That one task is to identify the data elements we want to measure. It is expected that the task force will begin that task in the next month or so. A discussion followed about this task forces focus, particularly around the sharing of information and HIPPA regulations and the need to establish an MOU and policies regarding the sharing of data. Ideas for protecting the confidentiality such as a county “passport” or finger print system were discussed. It was suggested that a meeting be set up of key people from the various departments in which data would be shared. Those initially identified included: ADMHS – Rob Walton; Public Health – Susan Klein-Rothschild & Michelle Moore; Probation – Steve DeLira; MPN - Nancy Vasquez; General Services/IT - Daniel Milei; and Julie Miller – HIPPA Officer for the County of Santa Barbara.

**4. Update on the Database Project with IT**

Daniel spoke about the progress on preparing a presentation on the database project for the Leadership Council meeting on May 14<sup>th</sup>. His staff were working on consolidating ADP & Probation data, but were having challenges with confidentiality.

**5. Discussion of the Action Plan Evaluation Components**

The task force discussed who the reps were for each of the task forces and how the evaluations were coming along. For the Educated Communities & Professions TF, Susan and April Howard were assigned. For Meth Free Individuals, Children & Families, Merith Cosden was assigned; and for Safe Neighborhoods, Amy Ratliff and Frey Schultz were assigned. Susan also agreed to serve as the rep to CLEC, a key stakeholder. Additionally, the group discussed evaluation for the Leadership Council and how we define success.

**6. Review Proposal for Appreciative Inquiry Evaluation**

Nancy Vasquez shared the handout with above title and asked members to review. Item was tabled due to time.

A. Action items were:

Action Item	Description	Completed
#1	Daniel, Susan & Nancy agreed to meet to discuss the presentation to the Leadership Council.	<b>5/6/08</b>
#2	Nancy Vasquez will talk with Julie Miller, HIPPA Officer regarding a meeting to develop an MOU regarding the sharing of data between county departments.	<b>5/6/08</b>
#3		

**7. Conclusion**

The meeting adjourned at 3:00 p.m.