

Surveillance and Evaluation Subcommittee Minutes

Date: June 1, 2009
Time: 12:00 -1:25 p.m.
Location: 4052 Bald Cypress Way, Room 310 L

Members Present

Chip Withers Dr. Chet Evans
 Don Webster (Chair) Dr. James Howell

Members Absent

Dr. Jean Malecki Michael Lannon

Others Present

Carlos Martinez DOH Dr. Barbara Richardson AHEC
 Dave Garison DOH Shelley Robertson Robertson Consulting Group
 Diane Dimperio DOH Wayne McDaniel AHEC Consultant
 Dr. Lauren Porter DOH

Topic/lead	Discussion	Status/Follow up
Roll call and welcome	The meeting was called to order by the chair at 12:00 noon. Four of the six members were present.	
Approval of previous minutes	The chair asked if members had any changes or corrections to the last minutes. Hearing none, a motion was made to accept the minutes.	Motion seconded and approved by voice vote.
Old Business: review decisions about subcommittee organization	Members reviewed and approved three decisions made at the previous meeting. 1) Membership in the subcommittee: Four of six subcommittee members responded to a recent email survey and all four requested to remain on this subcommittee. In the survey, non responders were advised they would be dropped from the subcommittee roster. 2) Quorum: All four members agreed a quorum consists of at least two members present on each call. 3) Meeting schedule: Members discussed the new meeting schedule calendar (one subcommittee call between each face to face meeting). A motion in support was made and approved.	1) Members agreed with survey results. 2) Quorum is set at two members per call. 3) Motion seconded and approved by voice vote.
Old Business: evaluation report update from Robertson Inc.	Ms Shelley Robertson from, Robertson Consulting Group, discussed the results of the recently completed Interim Evaluation of the community based tobacco control programs. She also briefly discussed the other community evaluation reports that have been produced to date (State Trends, County, Workplan, and Key Informant reports). Each report focuses on a specific aspect of the community grants and allows for more in depth evaluation of each area. The component reports will be summarized in one final report at the end of the fiscal year. Discussion: The members were pleased with the quality of Ms. Robertson’s report. She thanked the members and acknowledged the assistance of DOH staff. A member asked Ms. Robertson to	

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	<p>what extent the AHECs were involved in the DOH community programs. Ms. Robertson reported that each community grantee had its own individual relationship with their local AHEC as part of their tobacco partnership.</p> <p>The subcommittee discussed the DOH developing an “exception” report that could be run during the contract year and showed good and bad performance. DOH staff responded that DOH contract managers required timely and complete submission of each quarter’s deliverables for each contract. Payment is not made until the deliverables are perfected. No final recommendation was made about the exception report.</p> <p>There was additional discussion about the DOH providing independent evaluation reports to reviewers of community grant proposals in future funding cycles that resulted in a recommendation.</p>	See: Recommendations to the TAC agenda items.
Old Business: Evaluation Matrix and AHEC evaluation update.	Members discussed the importance of having an evaluation matrix that had complete information for each program component including the AHEC contracts with the DOH for both training and cessation. Dr. Porter reported that the training portion of the AHEC tobacco contract was being evaluated by Research Triangle Inc. and the cessation portion of AHEC would be evaluated through an independent competitive bid which will begin next fiscal year (7/1/09 – 6/30/10). The Matrix will be updated to reflect these data.	DOH will update the Evaluation Matrix.
New Business: select chair for next year.	Mr. Webster, the current subcommittee chair for explained that he will be retiring soon and may not be back. There was unanimous consent to retain Mr. Webster as chair for as long as he is able to serve. Mr. Webster agreed to serve as chair at least until the next council meeting.	.
Agenda for the next meeting.	As new evaluation reports come available they should be submitted for review and discussion at the next regularly scheduled meeting. Discussion of the reports should be on the agenda.	
Recommendations to the TAC	<ol style="list-style-type: none"> 1) The subcommittee voted to recommend the DOH should make available the results of independent evaluations of the past performance to the reviewers of community grant proposals. 2) The evaluation matrix should be shared with the entire council. 3) The subcommittee’s decisions about subcommittee organization will be reported back to the council after this meeting. 	
Adjournment	The subcommittee was adjourned at 1:25 p.m.	