

## 1 Meeting Logistics

<b>Item</b>	<b>December 2022 Eval Subcommittee Meeting</b>
<b>Date</b>	12/13/2022
<b>Time</b>	9:00 AM
<b>Location</b>	Zoom
<b>Purpose/Focus</b>	Regular Meeting
<b>Notetaker</b>	Conor Millard/Heather Batson

**2 Attendees: April Barry, Heather Batson, Tracie Gray, Amy Jacobs, Kathy Makara, Conor Millard, Stefanie Washburn, Mark Wojtowicz, Charnita Zeigler-Johnson**

## 3 Agenda

ID	Description	Owner	Time
1	Greeting and introductions	Heather	9:00-9:05
2	Update: PCC Annual Survey findings to be presented in January	Heather	9:05-9:10
3	Discussion of membership form and tracking <ul style="list-style-type: none"> <li>Brief review of membership composition and tracking concerns identified in the evaluation (Conor)</li> <li>Brief update about upcoming changes to the membership form (Tracie)</li> </ul>	Conor/Tracie	9:10-9:50
4	Survivorship workgroup survey TA request (Stefanie Washburn and Amy Jacobs) (9:50-10:00)	Stefanie/Amy	9:50-10:10
5	Adjourn	Heather	10:10

## 4 Discussion

ID	Discussion
1	Member announcements and new member introductions <ul style="list-style-type: none"> <li>Stefanie Washburn and Amy Jacobs (Survivorship Workgroup) and Tracie Gray (PA DOH) introduced as visiting guests for this month's meeting</li> </ul>
2	Update: PCC Annual Survey findings to be presented in January <ul style="list-style-type: none"> <li>How long? 15-20 minutes with 10 minutes to discuss</li> <li>Brenda suggested scheduling multiple different times to enable attendance</li> <li>Lunchtime is a good time scheduling-wise</li> <li>Will be hosted on Teams and can be recorded, but there's a challenge posting that on the website—can send the recording out with the newsletter</li> <li>Tracie confirmed that it is possible to record on PA DOH Teams</li> </ul>
3	Discussion of membership form and tracking

- Brief review of membership composition and tracking concerns identified in the evaluation (Conor)
  - 245 people appeared to be active in workgroups and subcommittees, including 85 people who are NOT included in the PCC list
  - There are also over 100 people on the PCC list who are not active in workgroups/subcommittees
  - Stefanie mentioned a standard welcome email (for the Survivorship Workgroup) that includes a link to a PCC form as well as the most recent minutes and a link to THEIR forms as well to ensure that folks have the opportunity to sign up and make sure everyone has the same info when joining the group.
  - Could there be an exit form to track when people need to be done with the PCC? Amy has mentioned that people end up asking her to get off the PCC listserv
    - There is a process in place but maybe this is not clear: send an email to Tracie or Satoko
  - We don't have very good information about representation of different demographic groups, geography, and sector because many members have not filled out the membership form, so we cannot track improvements in representation over time
- Brief update about upcoming changes to the membership form (Tracie)
  - Members tested the form live: The “race” drop down menu— should have a dropdown, but Mark and others only see an open text field, this needs to be fixed
  - In the new grant cycle, CDC requires DOH to identify the regions and populations that are being served by members ( the PCC would still like to understand demographic characteristics of the members themselves)
  - Populations served list includes: rural, urban, male, female, Black, White, Hispanic, Native American, API, survivors, people with disability, veterans
    - Right now you can only select one at a time, so this is an issue with the form, need to make sure people can select multiple fields (for example veteran and survivor)
    - The new grant focuses on the coalition member's SERVING rather than the coalition composition itself
  - PA county—do we want this to be region rather than county? Discussion points included:
    - IF we go with regions, need to list the counties included
    - Include “statewide” and “national”
    - Maybe then include a question about whether there's a geographic area of focus?
    - Is the bigger issue missing specific underserved counties, or ensuring accuracy in counties that are actually served? Survey methods issue concern: survey takers are not good at selecting multiple counties, so there will almost certainly be an underestimate of counties served.
  - Under workgroups/subcommittees, adding HPV/vaccine preventable cancers, adding areas of advocacy and research to the org types dropdown
  - Additional data about interests—or is this a separate poll from the membership form?
    - Specific areas of interest (quarterly meeting planning, co-chairing workgroup/subcommittee, finding speakers, newsletter, data, etc.)
    - Advocacy, policy, training
    - Free response area to share skills that can help support coalition work

	<ul style="list-style-type: none"> <li>▪ Send out a separate brief survey instead? Poll during a PCC meeting was discussed, but too many members may not attend individual meetings.</li> </ul>
4	<p>Survivorship workgroup survey TA request (Stefanie Washburn and Amy Jacobs)</p> <ul style="list-style-type: none"> <li>• Work group is planning to develop and implement a survey about the cancer resource needs of people living with cancer             <ul style="list-style-type: none"> <li>○ What are the categories of survivorship needs that are being met or not, identify gaps, disseminate info about resources that exist</li> <li>○ Anticipate audience to be those affected by cancer and caregivers as well as health providers</li> <li>○ How much is this like the national cancer survivorship survey? This survey would be much more focused on resources</li> <li>○ Genetics and genomics work group is doing something similar for G&amp;G barriers; April can share when this is ready</li> </ul> </li> <li>• Brenda has identified federal funding to support the work             <ul style="list-style-type: none"> <li>○ Amy and Stefanie are drafting an RFP for a consultant to assist with this work and will hopefully have out in early 2023</li> <li>○ Potential consultant would help develop survey, guide dissemination, help with data analysis</li> </ul> </li> <li>• Issues:             <ul style="list-style-type: none"> <li>○ Potential consultants to help develop, field, and analyze the survey—want to have someone who looks unbiased                 <ul style="list-style-type: none"> <li>▪ Mark has done some great work with this</li> <li>▪ However they are looking at people who are further out from treatment</li> <li>▪ No one from PHMC works on survivorship specifically, but many do needs assessment-type work</li> <li>▪ Access Matters also has a research/evaluation group that does needs assessments</li> </ul> </li> <li>○ Potential platforms for the survey for paper or online</li> <li>○ Whether the surveys the Evaluation Subcommittee has done have gone through an IRB process                 <ul style="list-style-type: none"> <li>▪ No have not, because these surveys of coalition functioning are definitely evaluation activities and not research</li> <li>▪ But a survivorship needs survey could fall into a more gray area even though it it mostly about practical needs assessment to take action specifically in PA</li> <li>▪ PHMC does have an IRB</li> </ul> </li> </ul> </li> </ul>