

1 Meeting Logistics

Item	December 2022 Eval Subcommittee Meeting
Date	3/12/2024
Time	9:00 AM
Location	Zoom
Purpose/Focus	Regular Meeting
Notetaker	Sneha Patel

2 Attendees: Sneha Patel, Heather Batson, Cindy Varnell, Jennifer King, Nathan Werth, Victoria Baumert, Alli Clevenger, Charnita Zeigler-Johnson, Mark Wojtowicz, April Barry

3 Agenda

ID	Description	Owner	Time
1	Greeting and introductions	Heather	9:00-9:05
2	Brief updates on Survey outreach plans	Heather/April	9:05-9:10
3	Survey review discussion focused on the Nine Habits items	Heather	9:10-9:55
4	Adjourn and closing		9:55-10:00AM

4 Discussion

ID	Discussion
1	Greeting and introductions : <ul style="list-style-type: none"> • Guests and members introduced themselves
	Brief updates on survey outreach plans <ul style="list-style-type: none"> • Based on feedback, great ideas but we won't be able to operationalize • Will open survey for a longer period of time and work with other workgroups/subcommittees to get it out there • Expected to have the survey ready in late April and launch in early May
3	Survey review discussion focused on the Nine Habits items <ul style="list-style-type: none"> • Survey will continue to include tenure and other non-identifiable information about members who did take the survey, including workgroup/subcommittee membership so these groups can be updated about participation from their groups. • Workgroups need updating, e.g. Need to add Environmental Health workgroup and "change health disparities" to "health equity".

- If people answered that they did not actively participate in EITHER PCC meetings OR workgroups/subcommittees in the last year, the 9 habits questions will be skipped.
 - Add a question asking “why” if participants rate their current level of involvement as less than a year. Check boxes and “other” (fill in) options
- Review identified things for Heather, Mark, April to follow up with:
 - Check how “leadership” is defined by the 9 habits and ensure this is clear when “leadership” is mentioned in the survey.
 - Habit 3 uses the word “alliance”: review how this appears in the original habits and review for appropriateness with the PCC
 - Habit 5 is about both fiscal and non-financial resources: the subcommittee identified a need for the small group to workshop an additional question about the need to assess and plan resource use.
 - Review the idea of whether it’s appropriate to use “sustainable,” for the workgroup/subcommittee action plan activities (do they always need sustaining or are one-time or stepwise?)
- Retain perception of who is in the coalition questions after 9 habits