

1 Meeting Logistics

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| Item | December 2023 Eval Subcommittee Meeting |
| Date | 11/30/2023 |
| Time | 11:00 AM |
| Location | Zoom |
| Purpose/Focus | Regular Meeting |
| Notetaker | Sneha Patel |

2 Attendees: Sneha, Heather, Jennifer, Charnita, April, Andrea, Meghan, Mark, Alli, Nathan

3 Agenda

| ID | Description | Owner | Time |
|----|---|---------|-----------|
| 1 | Greeting and introductions | Heather | 9:00-9:05 |
| 2 | 3/16 PCC Meeting and Cancer Plan Report Card presentation follow-up | Heather | 9:05-9:10 |
| 3 | Evaluation Plan updates | April | 9:10-9:15 |
| 4 | 2022-2023 Eval Subcommittee Annual Action Plan finalizing | Heather | 9:15-9:45 |
| 5 | Announcements and adjourn | Heather | 9:45-9:55 |

4 Discussion

| ID | Discussion |
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| 1 | Greeting and introductions <ul style="list-style-type: none"> Sneha Patel, Research Assistant at PHMC |
| 2 | Discussion about future meeting times <ul style="list-style-type: none"> 2nd Tuesdays at 9am work best for everyone. Will start (bimonthly) in January As needed smaller meetings for specific tasks will occur at an ad hoc basis with interested members |
| 3 | Review of the Action Plan draft <ul style="list-style-type: none"> Revamp outreach plan to address the dip in survey participation <ul style="list-style-type: none"> There are many people that are active in the work groups, but are unable to attend the meetings. It's important for them to be included, so we can hold off on the target for now. Group discussed supporting data collection from new member form <ul style="list-style-type: none"> Jen will share the new member form via QR code at Tuesday's meeting. Members will fill it out during the meeting—no support needed from the eval subcommittee at this time |
| 4 | Cancer Plan Dissemination Plan |

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| | <ul style="list-style-type: none"> • Brenda had requested Eval subcommittee review of a dissemination plan for the State Cancer Plan, as well as some measure to evaluation the dissemination. Members had previously brainstormed some ways that dissemination could be tracked, but their suitability will depend on what the dissemination plan is. <ul style="list-style-type: none"> ○ DOH staff could present at a subcommittee meeting when ready, or volunteers could convene an ad hoc meeting to review (or volunteers could review and give feedback via email. Several members are interested and willing but would need to know what the timeline was to commit. • |
| 5 | <p>Are new organizations needed to engage goal achievement? No, the group feels eval subcommittee members should be coming from the PCC-- so new recruitment yes, new orgs not so much).</p> <p>Discussion about recruitment from the coalition for eval subcommittee:</p> <ul style="list-style-type: none"> • Members from the Policy subcommittee (likely one of the two co-chairs) will be invited to the next meeting—April will discuss with the co-chairs/group • Heather will put a plug in recruiting new members in the December presentation. • Mark or April will reach out to those that have not been to the evaluation meetings and try to get them involved again. |
| 6 | <p>Evaluation Resources for the PCC</p> <ul style="list-style-type: none"> • Members discussed that in general, PCC members might benefit from more evaluation support—not just when launching a new initiative, but in smaller program efforts outside the PCC as well • Members decided to collectively gather some useful resource links to create an evaluation resource page for members in general |
| 7 | <p>To Dos</p> <ul style="list-style-type: none"> • Heather will set up meetings for every 2nd Tuesday for the first half of 2024 bimonthly starting in January). • Heather will send out an email soliciting ideas for the resource library, along with the Action Plan draft the group agreed on. • April, Mark, and Heather will discuss planning, including the next several PCC meetings and potentially preparing a presentation for the education portion of a future PCC meeting |