

1 Meeting Logistics

Item	NAME OF MEETING
Date	February 23, 2021
Time	9:00 AM
Location	Videoconference (Zoom)
Purpose/Focus	Evaluation Subcommittee Monthly Meeting
Notetaker	Conor Millard/Isabelle Rocca

2 Attendees

April Barry, Andrea McCord, Charnita Zeigler-Johnson, Kathy Makara, Lisa Lorence (from Communications Subcommittee), Mark Wojtowicz, Conor Millard, Heather Batson, Isabelle Rocca

3 Agenda

ID	Description	Owner	Time
1	Stakeholder Satisfaction Survey Review	Evaluation team	9:00 AM-9:45 AM
2	Outreach Plan Suggestions	Evaluation team	9:45 AM-10:00 AM

4 Discussion

ID	Discussion
1	<p>Stakeholder Satisfaction Survey Review</p> <ul style="list-style-type: none"> a. Which meeting did you attend? (Use skip logic) <ul style="list-style-type: none"> i. Change this to “Did you attend any meetings in the past year?” ii. Skip 9 Habits questions if both this and workgroup/subcommittee in past year is a no (except as noted) b. Workgroup/subcommittee <ul style="list-style-type: none"> i. Check all that apply to match with updated membership form? ii. We worry that checking all could be identifying iii. We decided that as long as we aggregate the data, we can use check all that apply iv. Also using check all will help us determine which workgroups/subcommittees need outreach v. This will also allow us to get a sense of how many people are members of multiple workgroups/subcommittees and characteristics of those high-involvement members. c. Participated in WG/SC activities <ul style="list-style-type: none"> i. Make this only in the past year d. Member satisfaction table <ul style="list-style-type: none"> i. We may not need to do this section every year, but we should do it this year e. Keep the Barriers and Benefits <ul style="list-style-type: none"> i. Benefit: The coalition keeps me connected to people during COVID ii. Remove in-person meeting question and include a question on meeting timing. f. Add questions about COVID-related meeting questions <ul style="list-style-type: none"> i. Series of statements at the beginning of the survey ii. Revisit COVID survey and see if we want to ask anything, ask open ended how it affected PCC membership g. 9 Habits <ul style="list-style-type: none"> i. Skip people who haven’t attended a meeting in the past year, out of the 9 habits questions ii. For the resources question, we can ask what resources people have used on the PCC website—undecided if we should ask again what they WANT. iii. Do not skip resources or #14 under communication h. Update what type of org question to match the membership profile <ul style="list-style-type: none"> i. For those that haven’t attended in the past year, add question that says “If you would like to rejoin/ get more involved in the coalition, please share your info below” <ul style="list-style-type: none"> i. Send to new form so it’s not connected to their answers

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Outreach Plan Suggestions:

- a. April: Add that DOH support staff will be included under 'engagement' and will help to reach out to WG/SCs.
- b. April: For the June PCC meeting, make sure to include the survey and link in the agenda as well as put in the meeting chat (discuss survey promotion with meeting hosts including Sharon and Monica beforehand).
- c. Charnita: It might be helpful to track from May to June to see response rates by WG/SC and remind/follow up by email.

5 Other Notes