

AZ Health Zone Evaluation Committee Meeting Minutes
FINAL: 10/19/2017

AGENDA ITEM	DETAILS/DISCUSSION	ACTION ITEMS
<p>Welcome (Laurel)</p>	<p>Roll Call AZ Health Zone SET: Laurel Jacobs, Bete Jones, Kay Orzech, Vern Hartz AZ Health Zone SIT: Edith DiSanto, Noelle Veilleux, Ryan Lang, Jessica Davenport, Therese Neal, Stephanie Martinez, Amanda White, Melanie Aesch UA Apache/Navajo: Margine Bawden UA Cochise: Heather Robinson UA Maricopa: Cristina Guterman, Delmi Ortega, Rachelle Philips UA Pima: Gabriela Barillas, Sydney Devlin City of Tempe: Patty Russell Maricopa Health Department: Marina Celaya Mohave Health Department: Tiera Morrison Yuma Health Department: Suzanne Cooper Coconino Co Public Health Services District: Sharon Sifling UA: Bree Daugherty, Chris McSalters, Glenda Garcia</p>	
<p>Reminders (Laurel)</p>	<ol style="list-style-type: none"> 1. Evaluation Team Reporting Season (October 2017– January 2018) During this time period we will be intensely working on USDA, ADHS, and Contractor Level Reports. We may be contacting you for clarification regarding some of the data you have submitted. 2. “Putting Evaluation to Work” Seminar Series <ul style="list-style-type: none"> • We are going to begin periodically implementing seminars/debriefs as a part of our monthly FY18 meetings in an effort to prompt discussions/conversation regarding topics pertinent to evaluation. • Topics will appear in the monthly agenda reminder. 3. How to Certify Adult and Youth Proctors for FY18 <ul style="list-style-type: none"> • All staff implementing adult and youth surveys must be certified proctors for FY18, even if they were certified in FY17 because protocols change from year to year. 	

	<ul style="list-style-type: none"> • Adult Survey Proctor Certification: If you attended Kay's Adult Proctor Training at any of the three FY18 P&P locations, you have been trained and are certified. • KAN-Q Survey Proctor Certification: If you attended one of Theresa's two KAN-Q Proctor Trainings last summer, you have been trained and are certified. • If you missed either or both of those trainings, you can review the training materials and take the online quiz on our website to become certified: https://nutritioneval.arizona.edu/ • When you complete the certification, take a screen shot of the quiz results page and send it to your supervisor so it is on the record. 	
<p>Food Systems Debrief (Laurel)</p>	<p><u>STORE Tool Debrief: Strategy 1</u> Questions asked: 1. Who has used the STORE tool in FY17? 2. For those of you who used the tool (or the pilot version) – what was your experience?</p> <ul style="list-style-type: none"> • Maricopa CDPH: Our food systems team did the pilot and it was effective. We were able to identify gaps and developed a report to give back to the store with results and recommendations. <p>3. How was it to introduce and utilize the tool with store managers? 4. What were any barriers that you heard your staff voice regarding implementation of the STORE tool?</p> <p><u>Community Coalitions Debrief: Strategy 5</u> Questions asked: 1. FY17 was not an assessment year for coalitions, but did any of you see or were a part of changes in your coalitions this year as a result of doing a Wilder in FY16? 2. For those of you who did assess a coalition in FY16, those same coalitions will be invited to be assessed again in FY18. Any thoughts on whether your coalitions will want to participate?</p> <ul style="list-style-type: none"> • Maricopa CDPH – One of our coalitions does not see themselves really as a coalition. They were sent the results, but did not want to use them for the purpose of making changes. Not sure if it will make sense to assess them again. • UANN Pima – subcontractor Pima County Health Department has experienced frustration working with one of our coalitions 	<p>Please consider what the Evaluation Team could do to better assist you in your work. We will circle back to your feedback at next month's committee meeting.</p>

	<p>regarding how they are functioning, organizational structure, the expectations that they have of the health department. This could be a good opportunity to look at results of the Wilder from FY16, since as of now, they have not made any changes.</p> <p>Laurel – you can either go back to the FY16 results to see if there are any recommendations that might be pertinent, or, since we are now in FY18, you could choose to implement the inventory again to work off of “fresh” results.</p> <p><u>FY18 Preview</u> There will be no new food systems evaluation tools in FY18. We are re-implementing the Wilder Inventory and the SFSP Checklist, with the hopes of seeing measureable change between FY16 and FY18 results. Training refreshers will occur in the early spring.</p> <p>The Evaluation Team may be implementing a special project regarding gardens this year. More information will be shared about that project in future Evaluation Committee meetings.</p>	
<p>Intro to SNAP-Ed Evaluation Team and Plan (Laurel)</p>	<p>Power Point Presentation</p>	<p>Attached with meeting notes and available on the Evaluation Team website.</p>
<p>Next Meeting</p>	<ul style="list-style-type: none"> • 11/16 from 1:00pm-2:00pm 	