

UWIN Work Group Minutes

Work Group: Grant Oversight and Evaluation

Meeting Date: February 13, 2002

Facilitator: Cathy Chambless

Minute Recorder: Tamara Keene

Attendees: Cathy Chambless, Catherine Carter, Bill Young, Lynne MacLeod, Hank Liese, Judith Holt, Kathy Daley, Nonie Lancaster, Mande Buckley, Matt Knotts, Rich Roberts, Sharon Relph

Next Meeting Date and Location

March 1, 2002 at the Judy Buffmire Building (1595 w 500 s), in the South Conference Room from 10:00am – 12:00pm

March 13, 2002 at the Cannon Health Building (488 n 1460 w), in room #201 from 1:00pm – 3:00pm this will be a video conference with the staff from USU.

Action Item Updates from Past Meetings

<i>Action Item</i>	<i>Status</i>	<i>Who</i>

Discussions for Future Meetings

Data Sharing issues w/ Teri Johnson
Talk about the Employer workgroup

Topic and Summary of Discussion

Notes and topics that have come up concerning the Work Groups

Size of work group

Difficult to manage

What's an appropriate scope for each work group?

Is it too broad?

Is it defined well enough?

Representation Vs Progress

Need to allow PAR to run parallel to goals and objectives of work groups

Representation is only as good as the outcome from the group

Small group Vs large group

Sub-groups can be very successful as long as PAR exists as much as possible

Multiple sub-groups can run and operate away from the main work group as long as they report to the larger group and keep it informed of progress and ask for discussion and input.

Groups need to maintain 'roots' with the overall group

There is some concern that having too many smaller work groups may become scattered and become fragmented in purpose

A work group as a whole will decide whether sub-groups are appropriate for the task at hand

Evaluator's Roles

Monitor activities of the different work groups to ensure that the deliverables and objectives are the focus of groups

Staff's Roles

Staff should be as up front as possible

The focus of the groups should include specific sets of outcomes that need to be accomplished.

Staff should set parameters

- Determine what work groups are responsible for based on outcomes. Movement should be based on the needs of various grants and of staff recommendations.
- Evaluators ensure that determined outcomes are monitored and continue to help work groups move forwards with them.

Decide how to address the idea and vision of "system change"

- Create a model or process
- What should a systems change look like?
- What is the vision?

Topic and Summary of Discussion

Goals and Scopes of Groups

1- Outreach and Training Work Group

- What are existing timelines and current goals
- What are the specific needs of each agency
What obligations do they have and where does UWIN fit into their needs

2- Work Incentives Work Group

- Group needs to be reminded of where they are going
Need to have direction and guidance to tasks that will most benefit the idea of systems change
- What are the specific goals for this Work Group
- Mentor facilitation

4- Employment Support Work Group

- Continue to stay on task and further progress
- Once current tasks are completed, what is the next step?
Direction will be guided by staff, monitored by evaluators, and acted on by group.

5- Grant Oversight and Evaluation Work Group (GOE)

- Find a definition for the GOE group and define a clearer picture and scope to work groups
Things need to begin and be generated by GOE group
Norms need to be set within this group so other groups can pattern it
Need a contingency plan to help work groups when necessary
Back up plans for crisis
A process for actions

Topic and Summary of Discussion

- GOE members need have a level of trust
- How do we keep GOE group acting as a cohesive whole?
- We need to meet more often, at least twice a month.
- Have a charter for the GOE group
 - Explain Grant Oversight and Evaluation workgroup's role between the Executive Board and Workgroups
 - Describe the functionality of Grant Oversight and Evaluation workgroup

<i>Action Item</i>	<i>Responsible</i>	<i>Target Date</i>
Meet with Work Incentives workgroup facilitators, Corey and Paul, to discuss workgroup. Move WI meeting back from March 12, 2002. Meet after GOE group meets on March 13, 2002.	Cathy Chambless Hank Liese Lynne MacCloud George Julnes Rich Roberts	ASAP
Meet quarterly with all facilitators to see how they feel about progress and problems they may have.	Cathy Chambless Bill Young Hank Liese Lynne MacCloud George Julnes Rich Roberts	Quarterly
Create a charter for the GOE group	Hank Liese Judith Holt Cathy Chambless	March 13, 2002
A beginning point or focus should be established by the GOE group based on obligations and recommendations. Cancel next meeting (03/12/2002) so the GOE group can discuss some of these issues to assist the group with a defined purpose	GOE group	March 13, 2002
GOE group should meet semi-monthly.	GOE members	March 1, 2002 March 13, 2002

Recommendations for GOE Group