

DEKALB COUNTY COMMUNITY MENTAL HEALTH BOARD
OUTCOMES COMMITTEE
MINUTES OF MEETING
May 10, 2011

Approved

Committee Members Present: Thomas Kirts, Donna Schoenfeld, Cindy Luxton

Other Persons Present:

Office staff: Kathy Ostdick

1. CALL TO ORDER

Dr. Kirts called the meeting to order at 7:02 a.m.

2. AGENDA APPROVAL

Ms. Schoenfeld moved to approve the agenda; seconded by Ms. Luxton. The motion passed unanimously on a voice vote.

3. MINUTES

Dr. Kirts moved to approve the minutes; seconded by Ms. Schoenfeld. The motion passed unanimously on a voice vote.

4. DIRECTOR'S REPORT

No director's report at this time.

5. REVIEW OUTCOMES BINDER

The GY11 grant application with projected outcomes and the first three quarterly reports for each funded agency were collated into binders for review by the committee. Each committee member reviewed the paperwork and all agreed that while the information is helpful, it is not in a format that is easy to review. The committee discussed the pared down form that they had worked on late last year. The agencies had already started using the "question" form given to them at the beginning of GY11. The grid outcome format that the committee developed will be used starting with GY12 outcomes.

Ms. Luxton said it was suggested at the Finance Committee meeting that it might be advantageous to have a second Outcomes training by Sharon Mills. Now that the agencies have worked on their outcomes, having Sharon Mills discuss the process in a group and then individually would be helpful. Dr. Kirts stated that he felt there was a need to make sure the agencies are submitting outcomes and not outputs.

Agencies used to report data per program monthly prior to GY11. The committee discussed the advantage of going back to that format, but with quarterly reporting instead of monthly. Ms. Luxton suggested that this be discussed and shared at the next agency directors meeting on June 9, 2011.

Dr. Kirts suggested that a positive letter be sent to the agencies with the grant approval letter or passed out at the June 9th agency directors meeting with examples of the new outcomes form.

The following is the consensus of the committee at this time:

- The majority of agencies were still using the old format.
- The new outcomes reporting form will be distributed and discussed at the June 9th agency directors meeting.
- The committee has suggested that another outcomes training be set-up.
- Starting with GY12, program data reports, clients served, hours, etc., will be renewed. Agencies had been providing this information through GY10 and were told to stop for GY11.

6. DISCUSS GY12 OUTCOMES PROCESS

This was discussed during item #5.

7. DATE OF NEXT MEETING: to be scheduled at a later date

9. ADJOURNMENT

The meeting was adjourned at 7:45 a.m.

Respectfully submitted,

Thomas Kirts, Chair

Kathy Ostdick, Recording Secretary