

CHPG Meeting Evaluation - March, 2005 (Fresno)

Name: _____ (responses are confidential)

<i>Meeting Goals</i>	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Average Score	% agreement
n=28							
1. The outcomes and tasks for the meeting were made clear to me.	0	0	1	14	13	4.43	96.5%
2. The outcomes and tasks for this meeting were appropriate.	0	0	0	16	12	4.43	100%
3. I am satisfied that this meeting accomplished the stated outcomes.	0	0	2	12	14	4.43	93.2%
4. The pace and agenda for the meeting were appropriate given the meeting's goals and tasks.	0	0	4	13	11	4.25	86.2%
<i>Facilitation/Coordination</i>							
5. The Co-Chairs (Jamila Shipp, Frank Strona) successfully supported the large group process.	0	0	1	10	17	4.57	96.4%
6. The facilitator (Susan Strong) was effective in managing the agenda and the meeting process.	0	0	3	8	17	4.50	89.6%
<i>Task Force</i>							
7. What Task Force do you belong to: Womens: 5 Gay/MSM: 5 IDU/SA: 3 Integration: 4 Resource Allocation: 6 Prevention Care: 3 Total: 26							
8. My Task Force Chair & OA provided clear direction for the purpose and expected outcomes of the Task Forces.	0	0	7	7	13	4.22	72.3%
9. OA, CHPG, and Task Force efforts seem well coordinated.	0	0	1	17	9	4.30	93.1%
10. My Task Force worked productively during this CHPG meeting.	0	0	1	11	15	4.52	93.1%
<i>General Meeting Materials</i>							
11. Did you read the pre-meeting packet? (If "no", skip to #15)	26 --- yes	2 --- no					

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Average Score	% agreement
12. The information included in the pre-meeting packet was adequate and helped me prepare for the meeting.	0	0	4	14	8	4.15	79.3%
13. The OA update (written version) provided information that was helpful for understanding key issues relating to OA's prevention programs.	0	0	4	16	6	4.08	79.3%
14. The OA update (written version) provided information that was helpful for understanding key issues relating to OA's care programs.	0	0	5	14	7	4.08	75.8%
15. What other materials or information can be included in the pre-meeting packet to make it more useful for you?							

Summary of information

- Less paper, more focused info, either highlighted or summarized
- Need a summary handout on title II services. I'm not familiar with these services and found it difficult to follow along.
- Minutes need to be more detailed

Other

- Seems fine to me
- I didn't get the pre-meeting packet

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Average Score	% agreement
17. The meeting provided an environment that was culturally sensitive and inclusive.	0	0	1	12	15	4.50	96.5%
16. Overall, the large group discussions were useful to me as a CHPG member.	0	0	5	14	8	4.11	79.3%
18. The meeting space worked well to support the planning process.	0	0	4	12	12	4.29	86.2%

Commitment to the Process

19. As a whole, CHPG members seem committed to working together on issues relating to care and prevention.	0	0	1	9	18	4.61	96.5%
20. The State Office of AIDS seems committed to fully considering CHPG recommendations.	0	0	0	9	19	4.68	100%

	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Average Score	% agreement
21. The role of CHPG in OA's decision-making process is clear.	0	0	2	9	17	4.54	93.0%

22. What are your thoughts on the Office of AIDS feedback loop to CHPG? What suggestions do you have?

- Rich and informative.
- Seems to be on track.
- Provide written feedback per questions given to OA in bullet format.
- Website is great!
- Input from OA was very helpful throughout the meeting. Staff is very knowledgeable and great to work with.
- The process seems to work. I do like the process where Peg and Kevin report back! Keep it up!
- Working well.
- It's good, very timely!

Logistics

23. <i>The hotel was clean, comfortable, and met my needs.</i>	1	0	6	14	7	3.93	75.0%
24. <i>The food provided was good and met my needs.</i>	1	2	5	10	10	3.93	72.4%
25. Giselle's staff was courteous and helpful.	0	0	2	9	14	4.48	82.7%
26. RDL staff was courteous and helpful.	0	0	0	4	24	4.86	100%

PRESENTATIONS -- Wednesday, March 29th

27. The CHPG member introductions were well facilitated and were a positive component of this meeting.	1	0	4	13	9	4.07	79.2%
28. The Office of AIDS Update (Peg Taylor, Kevin Farrell) provided information that was helpful to me as a CHPG member.	0	0	3	17	8	4.18	89.6%
29. <i>The HIV Prevention Services Presentation (Christine Dalgren, Kevin Sitter) provided information that was useful to me as a CHPG member.</i>	1	0	7	15	5	3.82	72.3%
30. The Task Force Presentations were useful to me as a CHPG member.	1	0	1	5	13	4.04	79.2%
31. The CHPG Governance / Vote was well facilitated and was a positive component of this meeting.	0	0	2	10	16	4.50	93.1%

PRESENTATIONS -- Thursday, March 30th

32. <i>The Task Force Cross-Communication Discussion provided information that was useful to me as a CHPG member.</i>	0	2	6	11	9	3.96	72.3%
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	Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree	Average Score	% agreement
33. The Public Comment Presentations were well facilitated and were a positive component of this meeting.	0	1	5	14	7	4.00	75.8%

34. <i>The Task Force Report Backs were well facilitated and were a positive component of this meeting.</i>	0	0	4	12	7	4.13	68.9%
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Overall Assessment

35. Overall, this meeting was well-run and productive.	0	0	2	11	14	4.44	89.6%
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36. There was adequate input from local communities to inform CHPG decision-making processes.	0	4	4	4	6	3.75	58.6%
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Open-ended Questions

38. What did you like **most** about this meeting?

Task Force

- The scope of the sample of the TF is commendable.
- Working through RA issues.
- Accomplishments of integration task force
- Very productive TF meeting
- TF breakout groups were effective, fun, informative and fluid.
- TF committees were very effective.

Task Force Cross-Communication

- The cross-fertilization of the TF's.
- The cross-communication meeting with RA and IDU...just needed to be longer.
- We tried new formats in running the meeting, some worked, some didn't. But the meeting still went well.
- I found the TF cross-communication meeting to be extremely useful. At first, I was very skeptical, but I realized that the information provided from RA and MSM TF's will be extremely helpful in that it will help me become a better CHPG/TF member. I hope we continue to have these cross-communication meetings with other TF's.

Logistics

- Time was effectively managed.
- Breakfast with eggs and meat!
- Meatballs at the reception
- Exercise facilities.
- Bananas at breakfast
- Hot breakfast
- The meeting was very comfortable and smooth compared to the last two meetings.

Staffing & Office of AIDS

- The meeting was very well run. OA staff and Susan Strong were very helpful. RDL did a great job.
- The willingness of OA staff to provide guidance and assistance.
- OA's commitment to "elevating professionalism" and "holding providers to a higher standard."

Other

- Networking.
- New member orientation and their participation in small and large discussions.
- Great membership- lots of bright/thoughtful folks.
- The collaboration efforts.

- New member orientation was very helpful in framing and clarifying the remainder of the meeting.

39. What did you **least** like about this meeting?

Logistics

- Hotel was not close to any other restaurants, cultural events, etc...
- Getting up in the morning.
- Meeting space was slightly cool, seemed to bother a lot of people.
- The hotel was awful!
- Shortness of the meeting.
- Hotel was adequate, but not a lot to see of Fresno
- Pastries and bread rolls
- Fresno
- Day: Freezing rooms, Night: noisy rooms
- Too much cake for desserts and snacks
- Location (Fresno)
- Location
- Hotel/food/location
- If you did not have a car, you were stuck eating in the hotel- I had a car and was able to leave to eat, but had a bit of a drive.
- Location- Fresno shut down at 10pm, even room service

Presentations

- New member orientation.
- OA presentation could have been broken up
- Too much of PowerPoint presentations were read verbatim.

Other

- I felt I was playing catch-up in my focus group.
- The Cross-Communication section was a bit unclear. It was a good idea, but needs to be developed.
- I'm not a big fan of "getting to know you" exercises. We spent a significant amount of time on introductions.

40. What **suggestions** do you have for improving the next CHPG meeting?

Facilitation

- Stronger small group facilitation
- Group process and exercises need to be better facilitated.

Logistics

- Never in Fresno again!
- More convenient location
- Vegetarian food please!
- The hotel near food places that do not require transportation. First night here, walked 25 minutes to a place that was still open.

Task Force Cross-Communication

- Cross-communication with all groups because our committee was split and we did not have the same experience.
- I would like to see more time allotted for cross-communication and also an agenda of protocol for the discussions.

Other

- OA staff gave great info; however, I would encourage them to invite the CHPG on their opinions.
- Clearer, simpler presentation of OA status, programs and funding.
- Better outreach to local providers/consumers

Discussion/Additional Comments

Please provide any **additional comments** you have regarding your responses to the above questions or general strengths and weaknesses of this CHPG meeting.

Task Force Cross Communication

- TF Cross-communication: helpful, could be better structured.
- Cross-Communication needed more time and clearer instructions, but I did see the benefit.
- Announce the TF that they may, at anytime, identify issues that may be considered “cross-over” issues and not to wait until there is an exercise.
- It was a great idea. Needed tighter facilitation.
- Would have been helpful to do the TF cross-communication after the TF’s had had more time to meet.
- Need more time for cross discussion with other TF members.
- Cross group discussions were a great access to our group.
- Cross-communication was great!
- Cross TF conversations are much needed and desired for next meeting. Maybe one in the beginning of the meeting to re-visit conversations, and questions to be roused. And one at the end where we can go over questions they asked in the beginning. May create a stronger relationship between TF and no overlapping.

Other

- I am impressed with how contentious this group isn’t. I have no doubt my TF will work with the intentions of the State in mind, nor the jurisdictions of its members.
- The Governance Document
- The meeting was great!
- If the TG group is going to survey the STD directors, why not add the prevention & care questions to the same survey. Save time, money and effort.
- Quicker introductions.
- Loved the exercise facility, but nothing was open late to go to dinner that was within walking distance.
- Great work!