

# Project CLEAN Steering Committee Assessment Analysis

Working Paper #CLEAN-2019-03



Liam Fanning  
Research Assistant  
[lrfgcj@rit.edu](mailto:lrfgcj@rit.edu)

Libnah Rodriguez  
Research Assistant  
[lyr1744@rit.edu](mailto:lyr1744@rit.edu)

Janelle Duda-Banwar, Ph.D.  
Research Associate  
[jmdgch@rit.edu](mailto:jmdgch@rit.edu)

Kayla Macano  
Research Associate  
[kmmgcj@rit.edu](mailto:kmmgcj@rit.edu)

Irshad Altheimer, Ph.D.  
Director, Center for Public Safety Initiatives  
Rochester Institute of Technology  
585-475-6299  
[ixagcj@rit.edu](mailto:ixagcj@rit.edu)

John Klofas, Ph.D.  
Director Emeritus Center for Public Safety Initiatives  
Rochester Institute of Technology  
585-475-2432  
[jmkgcj@rit.edu](mailto:jmkgcj@rit.edu)

## **Introduction**

Project CLEAN is an initiative working to disrupt the open-air heroin market in the El Camino neighborhood (the Northeast Quadrant of Rochester). It also aims to increase the quality of life for residents through evidence-based and community-driven strategies. One strategy is steering committee meetings, convened by Ibero-American Development Corporation.

The Project CLEAN Steering Committee meetings occur once a month and include a variety of partners and stakeholders, including law enforcement, public health, grassroots outreach groups, residents, and businesses. The meetings discuss the project's progress, including planning, implementation, and sustainability efforts. They also include capacity-building efforts, data presentations and discussion, specific strategy development, sub-committee break-outs, and sharing recent partner activities and updates.

## **Assessment Forms**

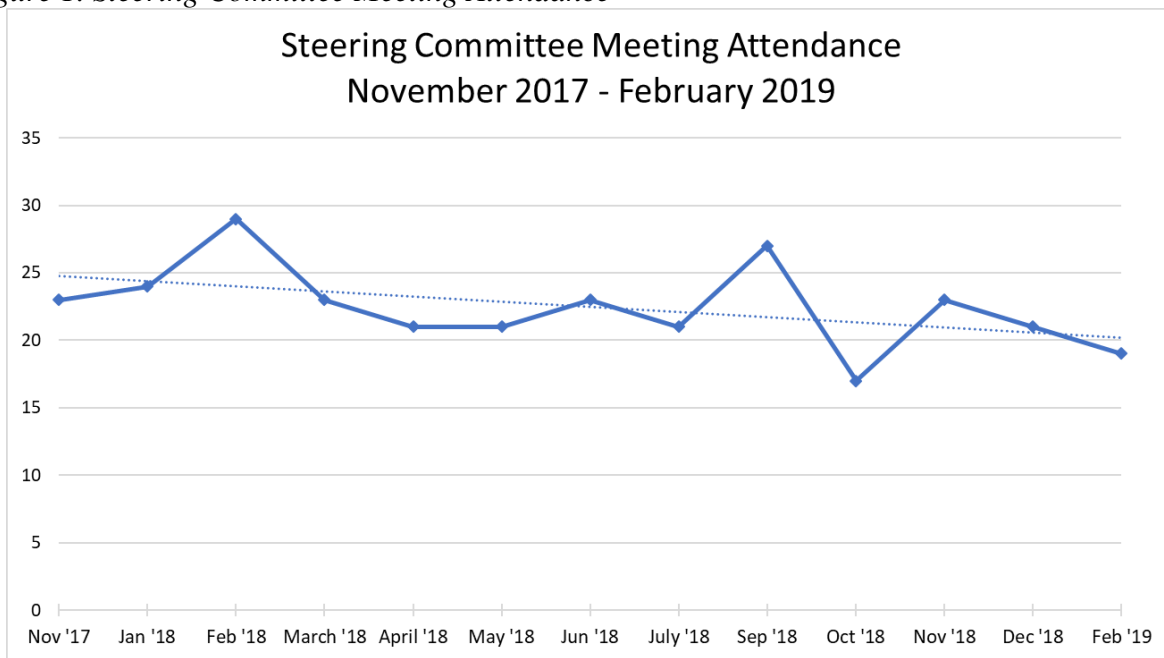
At the end of each meeting, Steering Committee members are given a meeting assessment form (see Appendix A). These forms are used to evaluate attendees' perceptions of meeting performance over time. The assessment forms are divided into two sections. The first section asked attendees to rate the meeting on a scale from very low to very high based on six different criteria. These criteria include productivity, interest, group participation, personal participation, group morale, and personal morale. The second half of the form includes a list of adjectives to describe the meeting. Steering Committee members are asked to circle the adjectives that most closely reflect their feelings of the meeting.

## **Methods**

To compare the meeting assessments in the beginning of the project to more recent project activities, meeting ratings were divided into two groupings; meeting ratings from

February of 2018 through June of 2018 and ratings from July of 2018 through February of 2019. As a note, there were no Steering Committee meetings held during the months of August of 2018 and January of 2019, and although there was a meeting in October 2018, the assessment forms did not get handed out. Overall attendance at these committee meetings declined over time (see dotted trend line in Figure 1 below). Over this time period, there was an average of 22 attendees at each meeting.

*Figure 1. Steering Committee Meeting Attendance*

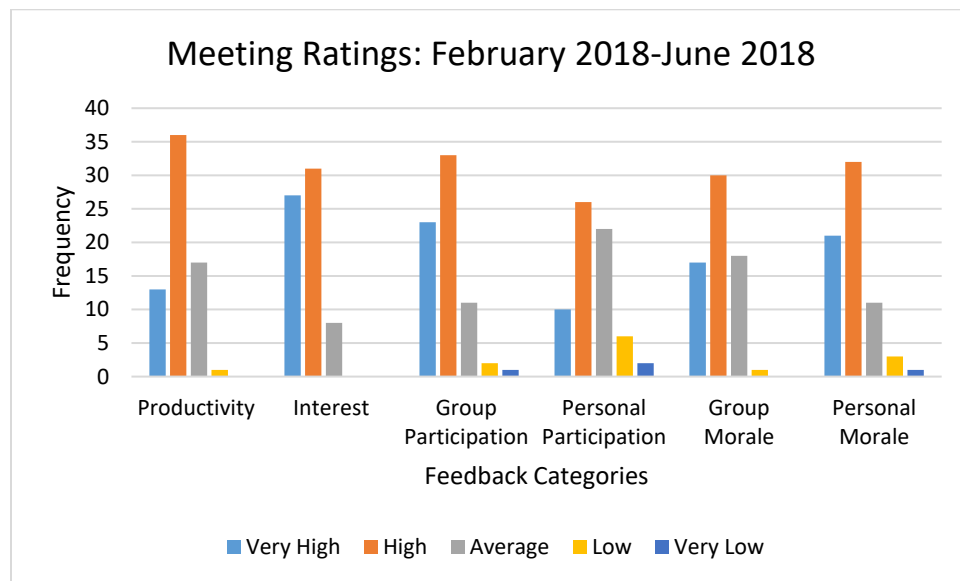


## Results

Overall, meeting attendees generally rated each criteria either average, high, or very high. Ratings of low and very low were less frequent with some criteria having no ratings of either. For the meetings between February 2018 and June 2018 (Part 1), ratings were fairly high for each criteria. The criteria with the highest ratings were group participation, interest, and productivity. Group participation was frequently rated “very high” and “high” during this time period. Personal participation, on the other hand, had the most mixed ratings suggesting that

individual attendees varied greatly on how much they personally contributed to the meeting discussion and activities. This did not seem to affect overall interest or productivity as interest had the most ratings for “very high” (n=27) while productivity had the most ratings for “high” (n=36) (See Figure 1 for the full results).

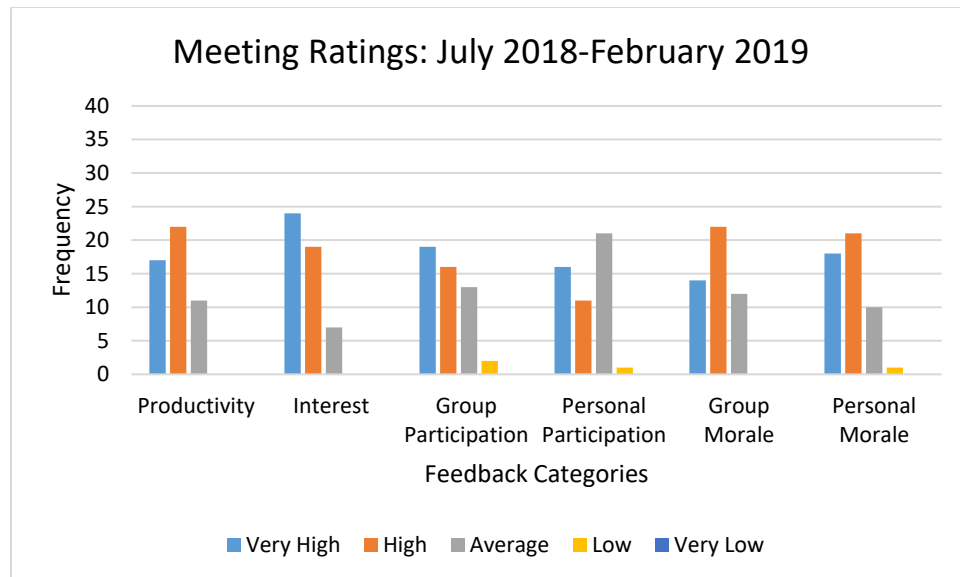
*Figure 2: Steering Committee Meeting Ratings: Part 1. February 2018 – June 2018*



For the meetings held between July 2018 and February 2019 (Part 2), overall ratings declined. While ratings of “very high” and “high” were still the most frequent selection for all but one of the six criteria (“average” was the highest rating for personal participation), the frequency of these ratings were not as high as meeting ratings from February 2018 to June 2018. This decline in ratings could be the result of meeting attendee drop off as those that attended the first half of the meetings may have stopped showing up or it could be that fewer attendees completed the meeting assessment forms. It could also be a result of attendee burnout or disinterest. Attendees may feel that the meetings are not getting anything done, as the first year was dedicated to planning, and could be increasingly frustrated with a perceived lack of action. Attendees may also become less committed to the project, causing people to not show up or not

participate as much. To better gauge individual perceptions about the meetings, individuals selected adjectives from a list that best represented their assessment of the meeting. This is described in the section below.

*Figure 3: Steering Committee Meeting Ratings: Part 2. July 2018 – February 2019<sup>1</sup>*



### Adjective Descriptors

To assess meeting performance, the second section of the assessment forms were examined. One way to measure the use of these adjectives is to create a word cloud. The word clouds take the frequency of each adjective selection and sizes them accordingly; the more frequent the adjective is selected, the larger it appears.

The first word cloud was created using meeting assessment forms from Part 1, February 2018 to June 2018; it is shown in Figure 4 below. The second word cloud was created using meeting assessment forms from July 2018 to February 2019 (once again, excluding August 2018, October 2018, and January 2019); it is shown in Figure 5 below.

<sup>1</sup> \*There were no meetings during the months of August 2018, October 2018, and January 2019

Figure 4. Part I Word Cloud, February 2018 – June 2018.



For the first five months of the steering committee meetings, members described the meetings more positively; the most frequently used descriptions were thought-provoking, informative, and valuable.

Figure 5. Part II Word Cloud, July 2018 – February 2019.



Steering Committee members used more negative adjectives, compared to the first five months of the meeting. Moreover, the frequency table (see Appendix B) shows that thought-provoking

dropped substantially from being selected 41 times in Part 1, to 18 times in Part 2 (a 56% decrease). Some of this may be due to the decrease in overall meeting attendance. This word cloud analysis shows that steering committee members perceived the meetings to be informative, valuable, and constructive consistently throughout the year.

### **Discussion and Limitations**

This word cloud analysis has limitations that should be considered. One being, the mode in which these meeting assessment forms are administered. These meetings can go over time which results in individuals rushing out the door. This likely results in fewer meeting assessment forms completed that can provide beneficial feedback. A solution to this problem could be handing out the meeting assessment forms with the agenda at the beginning of the meetings. If members decide to leave early, an individual can stand by the door to collect them as they leave.

The Project CLEAN subcommittee meetings were set up to help involve Steering Committee members in the planning and carrying-out of interventions in the El Camino neighborhood, beyond the monthly Steering Committee. There is a need for individual participation and group collaboration as it will take a coordinated effort to tackle the problems associated with the open-air heroin market. It is for these reasons that the feedback from these assessment forms is so important. Ensuring that meetings are affective on both individual and group levels will help with individual buy-in to the activities and goals of Project CLEAN. With the feedback from these assessment forms, meetings can be improved, leading to more effective community strategies and action.

## Appendix A

### Meeting Assessment Form

Check (✓) the appropriate box:

	Very High	High	Average	Low	Very Low
Productivity					
Interest					
Group Participation					
Personal Participation					
Group Morale					
Personal Morale					

Circle all the adjectives that describe today's meeting:

Academic	Challenging	Tense	Pleasant	Slow	Exasperating
Enjoyable	Valuable	Dry	Painful	Unfair	Revolutionary
Fun	Hopeless	Bland	Informative	Practical	
Torture	Annoying	Confusing	Exciting	Thought Provoking	
Instructive	Inspiring	Pointless	Enlightening	Irrelevant	
Sensible	Irritating	Relevant	Great	Aimless	
Constructive	Monotonous	Wasteful	Unpleasant	Uninformative	

Any other feedback or suggested adjectives:



### Appendix B – Adjective Descriptors Frequencies

<b>Adjectives</b>	<b>Part 1</b>	<b>Part 2</b>
Thought-Provoking	41	18
Informative	40	36
Valuable	35	28
Constructive	35	23
Relevant	27	13
Pleasant	21	8
Instructive	20	16
Academic	15	8
Sensible	15	7
Inspiring	14	11
Enlightening	14	10
Challenging	12	13
Enjoyable	10	9
Practical	9	11
Great	5	11
Tense	5	5
Exciting	4	7
Fun	4	1
Monotonous	4	0
Painful	3	4
Annoying	2	1
Aimless	2	0
Dry	1	1
Slow	1	1
Exasperating	1	1
Interesting	1	1
Irritating	1	3
Cramped	1	0
Bland	1	0
Confusing	0	2
Revolutionary	0	2
Wasteful	0	1
Torture	0	1