

**CAB Conference Call
February 21, 2008
12:00 EST
Meeting Minutes**

Participants:

Alisa	Jacobi
Anna	University of Miami
Celina	NYU
Julie	Harvard University
Lori	Harvard University
Samantha	Ft. Lauderdale
Shirley	Westat
Tanisha	Westat
Theresa	Texas Children's Hospital

• **MEETING INTRODUCTIONS**

Tanisha Savage welcomed everyone to the first CAB (Community Advisory Board) Conference Call and asked that the group introduce themselves. **Tanisha** will be working as the CAB liaison and will support all CAB activities. **Shirley van Buskirk** is the Project Director for PHACS at Westat. **Julie Alperen** is the Project Director of the Data and Operations Center at Harvard. **Lori Hennelly** is the Project Coordinator at Harvard. The site representatives introduced themselves and gave a little background information to the rest of the group.

• **PHACS OVERVIEW**

Julie Alperen gave the PHACS Overview. PHACS stands for **P**ediatric **HIV/AIDS** **C**ohort **S**tudy. In addition, there are two protocols within the study: AMP and SMARTT. AMP stands for **A**dolescent **M**aster **P**rotocol and focuses on teens aged 7 to <16 years at enrollment. There are two cohorts in the AMP Study, infected teens and a comparison group of uninfected teens. SMARTT stands for **S**urveillance **M**onitoring for **ART** **T**oxicities Study in HIV-uninfected Children Born to HIV-infected Women and focuses on children less than 12 years of age at enrollment. The two cohorts within SMARTT are Static and Dynamic. The Static Cohort includes children that have been participating in another study (e.g., WITS and PACTG 219C). The Dynamic Cohort includes children enrolled from birth. PHACS is a five-year study that is in its third year.

• **ROLE OF CAB**

Tanisha Savage gave a brief overview of role of the CAB. The purpose of the CAB is to seek input from community representatives that reflects the interests of participants or future participants in PHACS. The majority of the CAB members should have a direct interest in the study. The purpose of the CAB is:

- to get feedback from community members,
- to bring awareness to site staff about issues that are important to the community members,
- to communicate honest feedback to the sites and to the PHACS Leadership
- become aware of HIV-related resources in the community,
- to be aware of the larger community (networking) in which individuals participating in PHACS reside,
- and to educate the community about PHACS (its results and its impact).

- **ROLE AND NOMINATION PROCESS OF CHAIR AND VICE-CHAIR**

The PHACS CAB will have a Chair and Vice Chair, who will serve a 2-year term and attend the bi-annual PHACS network meetings. The CAB Chair will be a non-voting member of the PHACS Executive Committee. In addition, the PHACS CAB will select two members who will serve as non-voting members of the Clinical Investigators Group (CIG). This is all on a voluntary basis. The nomination process will be done via broadcast email in which nominations will be accepted (you can nominate yourself, nominate other CAB members and CAB liaisons). This process will be put into writing and sent out when PHACS solicits for nominations.

- **PHACS CAB SURVEY**

PHACS is also putting together a PHACS CAB survey. This survey is to provide PHACS with a general assessment of what is going on at the local CAB level and ascertain CAB needs. Tanisha Savage will distribute the survey before the next PHACS CAB call.

- **CONFIDENTIALITY**

Tanisha reminded the group that as CAB members, they are required to maintain confidentiality regarding facts learned through these meetings.

- **QUESTIONS**

There was a question as to whether the procedure for the nominating will be sent out via email.

Tanisha Savage responded that yes, the nomination procedure will be sent by email to the group.

There was a concern regarding the travel expenses of the chair and co-chair. **Tanisha** responded that travel expenses will be funded by the Westat (e.g. attending the Fall Network Meeting).

- **CAB ISSUES**

Members compared the organization-styles of each of their local CABs. Members discussed CAB challenges (e.g., increasing CAB meeting attendance). The group provided a great deal of feedback.

NOTE: The next CAB call will be scheduled next month (members will receive an email invitation).