

**CAB Conference Call  
May 22, 2008  
12:00 EST  
Meeting Minutes**

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**Participants:**

Carlos	San Juan City Hospital
Chas	University of Florida, Jacksonville
Christina	Westat
Elizabeth	University of Puerto Rico
Julie	Harvard University
Kathy	Harvard
Latanya	University of Alabama Birmingham
Linda	St. Christopher Hospital
Mariam	USC
Mary Ellen	NYU
Samantha	Ft. Lauderdale
Sharan	University of Alabama Birmingham
Sheila	University of Florida, Jacksonville
Tanisha	Westat

- **WELCOME**

**Tanisha Savage** welcomed everyone to the call; introductions were made. **Julie Alperen** is the Project Director of the Data and Operations Center at Harvard. **Tanisha Savage** is the PHACS CAB liaison from Westat. **Tanisha** supports all CAB activities.

- **MEETING MINUTES**

The group reviewed and approved the minutes for April 24, 2008 with minor changes. **Tanisha Savage** will post the minutes on the website.

- **PHACS YEAR-ONE ACHIEVEMENTS**

**Tanisha Savage** discussed the one-page summary of PHACS first-year achievements. The Harvard IRB has approved the summary. This document was sent to the sites. **Julie Alperen** reminded everyone that they must get local IRB approval before the summary can be given to study participants. The summary will soon be posted on the CAB webpage.

- **PHACS WEBSITE**

**Tanisha Savage** reminded CAB members that the project website is the best source for information on PHACS. The PHACS CAB webpage is now live. The CAB webpage contains the CAB introduction and the meeting minutes. Other materials will be added as they become available. CAB members can access the CAB webpage after they login to the PHACS website. CAB website suggestions can be sent to [TanishaSavage@westat.com](mailto:TanishaSavage@westat.com).

- **ACASI**

A document with the questions on sexual behaviors that are asked of all children who do the ACASI (which is only used in AMP) were sent to CAB members. **Julie Alperen** explained that the ACASI (Audio Computer ASSisted Interviewing) is a survey that is done on a computer. Depending on the child's answers to the questions in the document they received, more detailed questions might be asked. The CAB reviewed the questions. **Julie** asked the CAB members for their input. Did they think that the ACASI questions were the reason that parents might not want their child to participate? Some CAB members felt that the wording should be changed depending on the age of the child. There was concern raised about whether sites could tell the parent or if the site would pursue help if a child reports abuse.

- **CAB NEWSLETTER**

**Tanisha Savage** informed the group that there was nothing new to report.

- **CAB CHAIR AND VICE-CHAIR**

**Tanisha Savage** announced that that **Lisa Lopes** will no longer be able to serve as CAB chair. **Samantha Kuryla**, the CAB vice chair, will become the CAB Chair. Everyone congratulated **Samantha**. The position of CAB vice chair is now open. This position is for two years. The chair and vice chair will travel to the PHACS Network Meetings. These meetings are held every spring and fall. The next PHACS meeting is scheduled for November 17-18, 2008 in Bethesda, MD. You can nominate yourself or another CAB member or CAB liaison. To nominate someone, submit a brief summary of why you or your nominee would be a good candidate. A list of the nominees and the summaries will be sent to the CAB for a vote (if more than one candidate is nominated).

**Action Items: Tanisha will send out an email by May 22, 2008 with the PHACS vice chair nomination process. CAB members will submit their nominations to Tanisha by May 30, 2008.**

**NOTE: CAB Calls will take place every 4<sup>th</sup> Thursday of the month. The next CAB call will be June 26<sup>th</sup> at Noon.**