

**CAB Conference Call
January 22, 2015
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Carlos	San Juan Research Hospital
Carrie	University of Colorado, Denver
Claire	Harvard University
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Grace	Westat
Jeanie	University of Southern California, Los Angeles
Juan	University of Puerto Rico
Juanita	Tulane University
Kim	Texas Children's Hospital
Kimberly	New Jersey
Laurie	FSTRF
Lesley	Texas Children's Hospital
Mariana	University of California, San Diego
Megan	Westat
Raiko	University of Colorado, Denver
Ramona	University of Florida, Jacksonville
Renee	University of Florida, Jacksonville
Rosetta	Bronx-Lebanon Hospital Center
Stephanie	University of Miami
Tatania	Tulane University
Theresa	Texas Children's Hospital
Tranice	Tulane University
Veronica	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the December 4, 2014 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the PHACS CAB Evaluation Survey results. There were 6 responses. Some suggested topics for upcoming calls are:

- Stigma;
- Mental health;
- Substance abuse; and
- Updates on projects and/or Working Groups (WGs).

Megan talked about the 2015 PHACS CAB Conference Call Schedule. PHACS psychologists will talk about ADHD during the February CAB conference call. Kim reminded the CAB to brainstorm questions about ADHD.

Megan talked about the PHACS WGs. The WGs look at many different health issues in PHACS. Guest speakers from WGs may be able to present CAB-suggested topics on future CAB calls. Megan talked

about the Adolescent WG. Kim and Delia expressed interest in learning more about the HPV vaccine. Several CAB members wanted to learn more about young adult issues. The CAB decided to invite a member of the Adolescent WG to present on a future CAB call.

- **FALL 2015 CAB RETREAT AND NETWORK MEETING – CAB CALL ATTENDANCE REQUIREMENTS**

Megan talked about CAB call attendance requirements for the PHACS Fall 2015 CAB Retreat and Network Meeting. The CAB Retreat and Network Meeting is scheduled for October 28 – 30, 2015. Starting with the January conference call today, PHACS CAB attendees must attend 60% of monthly CAB calls in order to be eligible to go to the retreat and meeting. This means CAB attendees must call-in to four monthly calls from January to August 2015. CAB attendees will be picked in August. CAB attendees must also attend the August and September 2015 calls. This will help attendees prepare for the meeting and retreat. There will be exceptions made as needed for unavoidable barriers.

- **PHACS CAB NEWSLETTER, DECEMBER 2014 EDITION**

Megan talked about the PHACS CAB Newsletter, December 2014 Edition. The newsletter was sent to all PHACS members last month. The theme for the newsletter was stigma. The newsletter featured many articles about stigma. Articles included personal testimonials and the HECC stigma session at the Fall 2014 Network Meeting. The newsletter also featured a participant summary, articles about World AIDS Day, and a CDC campaign. Megan reminded the CAB that all newsletters may be found on the PHACS website: <https://my.phacsstudy.org/cab/CAB-Semi-Annual-Newsletter>.

- **HEALTH EDUCATION AND COMMUNICATION COMMITTEE (HECC) UPDATES**

Claire gave the HECC update. Claire talked about the HECC session at the Fall 2014 Network Meeting. Since the meeting, a group of HECC members have started the Stigma Task Force. The Stigma Task Force is working on stigma-related projects. Claire invited CAB members to join the Stigma Task Force.

Claire introduced intern, Emily, to the CAB. Emily will be working on making education materials about research. The project will focus on moms who are thinking about joining the SMARTT study. Claire encouraged the CAB to give feedback about the educational materials.

Claire talked about the new participant summary layout. The colors are light so that the mockup can be printed in color or grayscale. There are pictures throughout the summary that help explain the information. The CAB liked the colors in the mockup.

- **WORKING GROUP UPDATES**

Megan reviewed the Working Group Updates handout. The handout can be found on the PHACS website: <https://my.phacsstudy.org/cab/CAB-Resources>.

NOTE: The next CAB call will be on Thursday, February 26, 2015 at 12:00 pm EST.