

**CAB Conference Call
March 28, 2019
12:00 EST
Meeting Minutes**

Participants:

Alex	FSTRF
Andrea	Jacobi Medical Center
Andrew	University of Colorado, Denver
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Fallon	University of Colorado, Denver
Jennifer	University of Colorado, Denver
Joel	University of Puerto Rico
Juanita	Tulane University
Julie	Westat
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Latonia	University of Illinois, Chicago
Lesley	Texas Children's Hospital
Leslie	Texas Children's Hospital
Linda	St Christopher's Hospital for Children
Liz	Harvard University
Megan	Westat
Mildred	Bronx-Lebanon Hospital Center
Morten	Bronx-Lebanon Hospital Center
Raiko	University of Colorado, Denver
Stephanie M.	University of California, San Diego
Stephanie S.	University of Miami
Tracy	University of Illinois, Chicago
Trinise	Tulane University

• **APPROVAL OF MINUTES**

The minutes from the February 28, 2019 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY RESULTS**

Megan talked about the February PHACS CAB Evaluation Survey. There were 6 responses. Many CAB members submitted questions for the Hearing and Language Working Group (WG). Megan will email the Hearing and Language WG Leadership about presenting on an upcoming CAB call.

Megan talked about upcoming conference calls. PHACS Leadership will join the April CAB call. The PHACS Leadership will review the main takeaways from the Spring 2019 Leadership Retreat. Additionally, the Women's Health WG Leadership will be joining the May CAB conference call. The Women's Health WG will talk about the capsule process. CAB members will be able to ask questions about the capsule and manuscript process. The Women's Health WG hopes to help CAB members feel more comfortable about the process. This will hopefully encourage CAB members continue to participate on WG conference calls.

- **COLLABORATION WITH THE PHACS WORKING GROUPS**

Megan talked about collaboration with the PHACS WGs. At the PHACS Fall 2018 Networking Meeting, many CAB members and WG Leaders expressed an interest in finding better ways to collaborate. **Stephanie** reviewed the "CAB Collaboration with PHACS Working Groups" list. The CAB approved the list. **Liz** thanked the CAB for putting the list together. The PHACS Leadership looks forward to figuring out the best ways to work with the CAB in the future. **Megan** will send the list to the PHACS WG Co-Chairs and ask for their feedback. The CAB will review the feedback on the May CAB call.

- **CAB CHAIR AND VICE CHAIR ELECTIONS**

Megan talked about the CAB Chair and Vice Chair elections. CAB members can nominate themselves or others for the CAB Chair or Vice Chair positions. CAB members can submit nominations after the CAB call. The CAB will review nominations after the April CAB call. New CAB Chairs will be elected in May. **Stephanie S.** reminded the CAB that past Chairs may be nominated.

Megan reviewed the CAB Chair and Vice Chair Prequalifications Fact Sheet. Nominees must have served as a PHACS CAB representative from one of the 21 PHACS sites. Nominees must have attended about 60% of CAB calls in the past year. However, **Megan** reminded that the CAB that participation in other PHACS calls such as the Peers United Group (PUG) or any PHACS WG calls also count as call participation. Additionally, nominees must have contributed to at least one CAB project. This may include the CAB newsletter or Health Education and Communication Committee (HECC) projects. The CAB re-approved the prequalifications for the 2019-2021 elections.

Megan reviewed the CAB Chair and Vice Chair Roles and Responsibilities list. **Delia** reminded the CAB that the CAB Chairs should be committed. **Stephanie M.** talked about how important it is for both Chairs to work together. **Stephanie** stated that she and **Brandon** collaborated throughout their time as Chairs and it made both of them stronger together. **Delia** and **Kimbrae** also talked about the importance Chair and Vice Chair collaboration.

Delia talked about the role of the Chairs. She suggested that the CAB consider re-focusing the roles of the CAB Leadership to "Co-Chairs" instead of Chair and Vice Chair. **Delia** talked about how it is important for both Chairs to work together. **Andrew** talked about his experience as Chair of the PUG. **Andrew** also suggested re-focusing the roles of the CAB Leadership to "Co-Chairs." **Morten** suggested that the CAB continue to use the Chair and Vice Chair format. It can be more efficient to channel feedback through one person. The Vice Chair is also a very important role because the Vice Chair supports the Chair. **Kimbrae** also suggested that the CAB continue to use the Chair and Vice Chair format. **Megan** asked the CAB to vote on the format through the PHACS CAB Evaluation Survey.

- **SPRING 2019 LEADERSHIP RETREAT**

Stephanie talked about the Spring 2019 Leadership Retreat. The retreat will be held on April 8-9, 2019 in Potomac, Maryland. Cab Chairs, **Stephanie** and **Brandon** will attend the retreat with other PHACS Leadership.

Megan reviewed the meeting agenda with the CAB. **Kim** talked about the agenda. **Kim** suggested that the CAB Chairs ask questions about the placenta presentations.

NOTE: The next CAB call will be on Thursday, April 25, 2019 at 12:00 pm EST.