

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

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**Participants:**

<b>Alex</b>	FSTRF
<b>Andrea</b>	Jacobi Medical Center
<b>Anisa</b>	Harvard University
<b>Carol</b>	Bronx-Lebanon Hospital Center
<b>Claire</b>	Harvard University
<b>Exzavia</b>	Children's Diagnostic and Treatment Center
<b>Fallon</b>	University of Colorado, Denver
<b>Gena</b>	University of Miami
<b>Jennifer</b>	University of Colorado, Denver
<b>Joel</b>	University of Puerto Rico
<b>Juanita</b>	Tulane University
<b>Kamil</b>	San Juan Hospital
<b>Kimbrae</b>	Texas Children's Hospital
<b>Kylie</b>	Texas Children's Hospital
<b>Latonia</b>	University of Illinois, Chicago
<b>Lawrence</b>	Harvard University
<b>Lesley</b>	Texas Children's Hospital
<b>Liz</b>	Harvard University
<b>Megan</b>	Westat
<b>Morten</b>	Bronx-Lebanon Hospital Center
<b>Raiko</b>	University of Colorado, Denver
<b>Shannon</b>	University of Alabama, Birmingham
<b>Sharry</b>	University of Southern California
<b>Stephanie M.</b>	University of California, San Diego
<b>Stephanie S.</b>	University of Miami
<b>Theresa</b>	Texas Children's Hospital
<b>Tracey</b>	University of Illinois, Chicago
<b>Trinise</b>	Tulane University

• **APPROVAL OF MINUTES**

The minutes from the July 25, 2019 call were approved with no changes.

• **PHACS CAB EVALUATION SURVEY REVIEW**

**Megan** reviewed the July PHACS CAB Evaluation Survey. There were eight (8) responses.

**Megan** talked about the July CAB call. The CAB previously talked about reviewing Women's Health Working Group (WG) capsules on an ongoing basis. CAB members could vote on the priority for a capsule as it relates to the community (high, medium, or low priority). This feedback would then be given to the WG and the author to consider for the capsule and future capsules. The CAB voted through the survey. The CAB agreed to review Women's Health WG capsules on an ongoing basis. The CAB also agreed to vote on priority. Some CAB members were concerned about having enough time to review capsules during CAB calls. **Megan** explained that the CAB will start this process on an upcoming call. After that call, the CAB will check in with each other to see if the group wants to continue to review capsules on CAB calls.

**Megan** addressed questions from the survey. One CAB member asked about attendance at site CAB meetings. **Megan** explained that attendance at site CAB meetings is not an eligibility requirement for CAB members to attend the PHACS Fall Network Meetings. This is because not every site has a site CAB. Additionally, CAB members may have barriers to attending meetings in person. Some site CABs are also not specifically focused on PHACS. A CAB member may be very active in PHACS and the PHACS CAB, but not have availability to attend site CAB meetings.

## • **FEEDBACK FOR RESEARCHERS**

**Megan** talked about the Feedback for Researchers document. The document will be printed and put in the folders at the 2019 Fall Network Meeting. CAB members are encouraged to submit feedback about PHACS over the past year including the answering the following questions:

- Do you have any feedback from yours or your child's last PHACS study visit?
- What ideas do you have for how to make PHACS better for the study participants?
- What ideas do you have about how to keep families interested in PHACS?
- What current issues has your site CAB talked about?
- What do you think is one of the most important topics relating to children's health, young adult health, or women's health that PHACS should be researching?
- Any other feedback?

CAB members can email their feedback to **Megan** or submit comments through the PHACS CAB Evaluation Survey.

## • **PHACS 2019 FALL CAB RETREAT AND NETWORK MEETING**

**Megan** reviewed the PHACS 2019 Fall Network Meeting and CAB Retreat presentation. The 2019 Fall CAB Retreat and Network Meeting will take place at the Bethesda Hyatt Regency in Bethesda, Maryland. The CAB Retreat is scheduled for September 18, 2019. The Fall Network Meeting is scheduled for September 19-20, 2019. CAB attendees will arrive on September 17, 2019. CAB members will depart after the meeting on September 20, 2019. CAB members must have attended 70% of monthly CAB calls to be eligible to be invited to the retreat/meeting. This means CAB members must have attended seven calls from September 2018 through June 2019. Twenty (20) CAB members will attend the meeting.

**Megan** talked about the meeting purpose. The Fall Network Meeting provides a face-to-face opportunity for researchers and community members to work together on the PHACS project. The CAB's purpose for attending the meeting is to represent the community and learn about PHACS. The CAB also can give feedback to researchers and share information from the meeting with their local community.

**Megan** talked about the meeting logistics. CAB members are expected to attend all meeting sessions. Westat booked hotel rooms for all CAB members. CAB members will also receive per diem money in the mail before the meeting. Per diem is money for ground transportation to and from the meeting or airport as well as money for meals not provided by the meeting. **Megan** reminded CAB members to email **Mary Anne** when they receive their per diem check. This helps track who has and has not received the check.

**Megan** talked about tips for feedback. CAB members are encouraged to ask questions. They are also encouraged to give feedback after presentations. CAB members should consider spreading out in the meeting room. CAB members should consider writing down questions/comments during sessions. CAB members can also pass questions to CAB leadership. CAB Leadership will create a WhatsApp group for CAB members to submit questions during the meeting.

**Megan** talked about the Fall 2019 CAB Retreat. The retreat will consist of several sessions. The retreat will also include breakfast, a buffet lunch, and afternoon snacks. The retreat will take place from approximately 10:00 AM to 5:00 PM.

One session will focus on the research summaries. The CAB will split up into four groups to review some draft research summaries of recent PHACS publications. The CAB will give feedback on the research summaries as well as brainstorm ideas for passing on study results.

Another session will focus on disclosure. Megan explained that there will be a session during the Network Meeting focused on disclosure. The leaders of the session will meet with the CAB during the breakout session. To prepare for that session, the CAB members will talk about disclosure during the retreat. CAB members are encouraged to take notes during the retreat to bring to the breakout session.

**Liz** from the PHACS Data and Operations Center will be leading the CAB through a mindfulness and self-care session during the retreat. **Megan** and **Liz** asked the CAB to make suggestions about the session through the survey.

PHACS Leadership will be presenting a session to the CAB. The Leadership will review current PHACS research and capsules. It was also suggested that the Leadership bring questions to ask the CAB. **Megan** reminded the CAB that Leadership will also join the September CAB call to answer any questions from the meeting.

**NOTE: The next CAB call will be on Thursday, September 26, 2019 at 12:00 pm EST.**