

**CAB Conference Call
January 23, 2020
12:00 EST
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Anisa	Harvard University
Antionette	University of Miami
Carol	Bronx-Lebanon Hospital Center
Carrie	University of Colorado, Denver
Delia	University of Miami
Exzavia	Children's Diagnostic and Treatment Center
Falon	University of Colorado, Denver
Gena	University of Miami
Haleigh	FSTRF
Jarmel	University of Illinois, Chicago
Jennifer	University of Colorado, Denver
Joel	University of Puerto Rico
Juanita	Tulane University
Julie	University of Alabama, Birmingham
Julie	Westat
Kimbrae	Texas Children's Hospital
Kylie	Texas Children's Hospital
Latonia	University of Illinois, Chicago
Lesley	Texas Children's Hospital
Liz	Harvard University
Megan	Westat
Morten	Bronx-Lebanon Hospital Center
Raiko	University of Colorado, Denver
Shannon	University of Alabama, Birmingham
Sharry	University of Southern California
Stephanie M.	University of California, San Diego
Stephanie S.	University of Miami
Tatania	Tulane University
Theresa	Texas Children's Hospital
Tracey	University of Illinois, Chicago
Trinise	Tulane University
Veronica	University of California, San Diego

• **APPROVAL OF MINUTES**

The minutes from the December 19, 2019 call were approved with no changes.

• **PHACS FALL 2020 NETWORK MEETING CALL ATTENDANCE REMINDER**

Megan talked about the call attendance requirements for the PHACS Fall 2020 CAB Retreat and Network Meeting. The retreat and meeting will be on September 23-25, 2020. Starting with the September 2019 conference call, PHACS CAB attendees must attend 70% of monthly CAB calls. This attendance is required in order to be eligible to go to the retreat and meeting. This means CAB attendees must call in to seven monthly calls from September 2019 through June 2020. This is the same as last year. CAB attendees must also attend the July and August 2020 calls. The July and August 2020 calls will help attendees prepare for the meeting and retreat. There will be exceptions made as needed. **Megan**

reminded the CAB that the call attendance requirement applies to eligibility for the meeting. This does not guarantee an invitation. This is due to funding availability.

- **GROUND RULES CHECK-IN**

Megan reviewed the ground rules:

- Respect each other's time – limit responses to less than a couple minutes at a time;
- Make sure everyone has a voice – let everyone get a chance to speak. Be mindful of others who haven't gotten a chance to share. Take turns talking;
- Confidentiality – what is said on the call stays on the call;
- Questions are always welcome at the appropriate time;
- Respect each other's opinions – allow others to share freely without criticizing or giving advice; and
- Mute the phone when not speaking.

The CAB re-approved the ground rules for 2020.

- **PHACS CAB NEWSLETTER, JANUARY 2020 EDITION**

Stephanie talked about the PHACS CAB Newsletter, January 2020 Edition. The newsletter will follow a theme of "Undetectable = Untransmittable (U=U), adherence, and relationships." The newsletter is currently being edited. **Megan** will send out links to the newsletter next week. **Stephanie** and **Megan** thanked CAB members for submitting articles for the newsletter.

- **HEALTH EDUCATION AND COMMUNICATION COMMITTEE (HECC) AND CAB RESOURCES REVIEW**

Stephanie talked about recent CAB calls. Recently, CAB members have asked about resources available through PHACS. **Stephanie** explained that there are many HECC and CAB resources available on the PHACS website.

Megan reviewed several resources available on the PHACS website. **Megan** talked about some of the resources on the public side of the website. **Megan** talked about the [CAB Handbook](#). The CAB Handbook was created with input from CAB members and site staff. It has information on how to set up and maintain CABS. There are 5 modules:

1. Setting up a CAB;
2. CAB Structure;
3. Communication;
4. Meeting Content; and
5. Health Education

Megan talked about the [HIV Disclosure Comics](#). This resource was created in response to a need identified by the PHACS community. Disclosure decisions can be challenging for caregivers. Deciding whether or not to disclose is a personal decision. The HIV Disclosure Comics are meant to be a tool for caregivers who have decided they want to disclose to their children. Each comic can be used on its own

or together. Each comic comes with a guide. The caregiver guides are intended to help caregivers prepare for questions they may get from their children. The caregiver guides have guidance and wisdom from other caregivers in PHACS. The HECC also created staff guidelines. These guidelines have guidance from medical professionals.

Megan talked about the [Infographics Series](#). The infographics explain broad findings in PHACS. These were created by the HECC and the PHACS Working Groups (WGs). The infographics series is currently in progress. Eventually, each PHACS WG will have an infographic describing major findings from their WG.

Megan talked about the [Whiteboard Video](#). The video is titled, "The Blood Droplet's Humble Beginnings to Global Fame." The video was created by the HECC in collaboration with the CAB and Peers United Group (PUG). The video was created because CAB and PUG members explained that many PHACS participants may not know why they provide blood samples for the study. The video shows how blood samples are taken and used in PHACS. **Claire** talked about the Whiteboard Video. Claire explained that the HECC is working to add Spanish captions to the video.

Megan talked about the [Informed Consent Videos](#). The HECC created these videos to help support the informed consent process. These videos do not replace the informed consent forms. Study staff can show participants these videos to help them decide whether or not to participate in PHACS.

Megan explained that some resources are available behind the login for confidentiality reasons. This means that CAB members must create a personal account on the PHACS website. CAB members should visit the [Register](#) page on the PHACS website to create an account. After registering for an account, CAB members will receive a temporary password. CAB members can use the temporary password to log into the website and then create a new password.

NOTE: The next CAB call will be on Thursday, February 27, 2020 at 12:00 pm EST.