

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

Participants:

Antionette	University of Miami
Anisa	Harvard University
Carol	Bronx-Lebanon Hospital Center
Carrie	University of Colorado, Denver
Claire	Harvard University
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 Chicago, Illinois
Joel	University of Puerto Rico
Julie H.	University of Alabama, Birmingham
Julie D.	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
Liz	Harvard University
Lourdes	San Juan Hospital
Mary Anne	Westat
Megan	Westat
Morten	Bronx-Lebanon Hospital Center
Raiko	University of Colorado, Denver
Tatania	Tulane University
Theresa	Texas Children's Hospital.
Tracey	University of Illinois, Chicago
Trinise	Tulane University
Veronica F.	University of California, San Diego
Veronica S. R.	University of Puerto Rico

- **MINDFULNESS MOMENT**

Liz guided the CAB through a mindfulness exercise.

- **APPROVAL OF MINUTES**

The minutes from the April 9, 2020 call were approved with no changes.

- **PHACS CAB EVALUATION SURVEY REVIEW**

Megan reviewed the survey. **Megan** thanked CAB members for submitting messages of support. **Megan** sends out the messages to the CAB every week. **Megan** reminded CAB members to be mindful of all spiritual beliefs.

- **PHACS SPRING 2020 VIRTUAL RETREAT**

Megan talked about the PHACS Spring 2020 Virtual Retreat. The retreat was on April 20-21, 2020. The retreat is normally held in person with PHACS Leadership. Due to the COVID-19 pandemic, the retreat was held virtually. All PHACS members were invited. Several CAB members attended the retreat. The discussions centered around COVID-19 and PHACS. Presentations also included latebreaker presentations, Working Group (WG) updates, and a PHACS 2020 overview.

Kim talked about the retreat. **Kim** felt that the presentations were easy to follow. **Kim** enjoyed learning about PHACS 2020. **Kim** recommended that a researcher from the proposed TERBO Brain Study come to a future CAB call. **Gena** stated that she is interested in learning about the brain and HIV.

- **PHACS 2020 - HEALTH EDUCATION AND COMMUNITY CORE (HECC)**

Megan and **Claire** talked about PHACS 2020. PHACS 2020 is the next round of funding for PHACS. PHACS staff have submitted a proposal for PHACS 2020. The proposal is under review at the NIH. As part of the proposal, PHACS proposed a Health Education and Community Core (HECC). The HECC would be a formal expansion of the former Health Education and Communication Committee. **Megan** and **Claire** explained that the HECC and PHACS 2020 have not yet been approved.

Claire talked about the foundation of the HECC which is community engagement. Community engagement benefits the research process. Engaging the community can lead to better data collection. Community engagement can also make research processes better for participants. It can also help to make findings more culturally relevant and actionable.

Claire talked about staffing. **Claire** will serve as the Principal Investigator (PI). **Megan** will serve as the Associate Director. The HECC will recruit five CAB and five Peers United Group (PUG) members. The CAB and PUG members will be paid. There will be an application process for CAB and PUG members. The HECC will involve CAB and PUG members who are directly involved in PHACS. The group will also hire a Digital Health Communication Specialist. Several PHACS staff members will also serve on the HECC.

Claire and **Megan** talked about the specific aims of the HECC.

1. *Aim #1: Advance and formalize the integration of a "feedback loop" of community involvement in PHACS research proposals, study procedures, retention efforts, and health education projects.*

Claire talked about Aim #1 and the feedback loop. The HECC will work with the PHACS researchers and the community. This is so that feedback from the community is heard by the researchers. This also means that feedback from the researchers will be heard by the community. This will ensure that the community is involved in PHACS research development.

2. *Aim #2: Identify and address information gaps across Research Projects, Cores, and Emerging Research Pilots via communication services and support.*

Megan talked about Aim #2. One of the ways that the HECC will be involved in PHACS research development is through capsule reviews. Authors will submit capsules to the HECC. **Megan** and **Claire** will determine whether the capsule should be reviewed by the HECC. Capsules to be reviewed by the HECC may have participant-facing materials. Participant-facing materials can be anything that participants and research would interact with. This can include informed consent forms, study questionnaires, or study advertisements, etc. They also may involve community topics of interest, or include social issues around HIV. Authors may meet with the HECC in various ways. For example, they may present the capsule by conference call or fill out a Q&A template. They may also talk with the HECC by email, or make a video of themselves explaining the capsule. In some cases, a member of the HECC may join the writing team.

The HECC will also utilize the query system on the PHACS website. PHACS researchers will be able to submit proposals or questions to the HECC. The HECC will review the queries and propose projects to address needs identified in the queries.

3. *Aim #3: Support bi-directional dialogue, mentorship, and education between Community Advisory Board (CAB) and Young Adult CAB members and researchers.*

Megan talked about Aim #3. The HECC will hope to facilitate open forums for PHACS researchers and community members. This means that the PHACS network will come together to talk about ways to better engage the PHACS community in its research.

4. *Aim #4: Serve as an "innovation incubator" for novel, community driven efforts to communicate and raise awareness about perinatal HIV, stigma, and other relevant topics with key audiences, including participants, researchers, staff, and the general public.*

Claire talked about Aim #4. The HECC will turn priorities of CAB members and researchers into creative realities. This includes finding creative ways to disseminate research results. This may include expanding on some of the past work of the HECC such as the infographics and lay summaries. The HECC will look to utilize online trends like memes, gifs, BuzzFeed-style listicles, Snapchat, and TikTok to disseminate research results. The HECC will also look to publicize research results to the general public. This may include press releases, PHACS website articles and newsletters, and a social media presence. Additionally the HECC looks to streamline study procedures. This HECC hopes to build local CAB capacity, create culturally-relevant resources, and raise awareness about perinatal HIV.

5. *Aim #5: Contribute to general knowledge about innovative models of community engagement and health education efforts in research through publishing, presentations at academic conferences, and in other communities of interest.*

Claire talked about Aim #5. The HECC will collaborate with other research networks and advocacy groups. The HECC will seek to publish and present about findings related to community engagement.

• UPCOMING CONFERENCE CALLS

Megan reminded the CAB to visit the "COVID-19 and PHACS" page located on the PHACS website: <https://phacsstudy.org/Education-Hub/COVID-19-and-PHACS>

Megan reminded the CAB about the following upcoming meetings:

- Thursday, May 7, 2020 at 1:00 PM Eastern Time: Health Education and Communication Committee (HECC) Call
- Thursday, May 14, 2020 at 12:00 PM Eastern Time: PHACS CAB Town Hall #4, COVID-19 and Pregnancy with Dr. Lynn Yee

NOTE: The next CAB call will be on Thursday, May 14, 2020 at 12:00 pm EST.