

**CAB Conference Call
September 22, 2022
12:00 ET
Meeting Minutes**

Participants:

Andrea	Jacobi Medical Center
Anisa	Harvard T.H. Chan School of Public Health
Claire	Harvard T.H. Chan School of Public Health
Eduardo	Harvard T.H. Chan School of Public Health
Falon	University of Colorado, Denver
Gena	University of Miami, Florida
Jackie	Westat
John	FSTRF
Karim	Westat
Kylie	Texas Children's Hospital
Lesley	Texas Children's Hospital
Liz	Harvard T.H. Chan School of Public Health
Mandy	Harvard T.H. Chan School of Public Health
Mona	University of Alabama, Birmingham
Raiko	University of Colorado, Denver
Stephanie	University of Miami, Florida
Tatania	Tulane University
Vanessa	Harvard T.H. Chan School of Public Health
Veronica	University of California San Diego

- **APPROVAL OF MINUTES**

The minutes from the August call were approved with no changes.

- **ICEBREAKER**

Mandy led the icebreaker.

- **SELF-CARE SPACE**

Eduardo led the self-care space.

- **BRAINSTORM: CAB MATERIALS/MEETING TOPICS**

Mandy asked the CAB members about materials that should be created:

- **Mona** suggested creating a forum for CAB members. She indicated it could be a way for CAB members to stay connected between monthly meetings. It is a way to communicate with multiple people.
 - **Claire** mentioned that there was a forum on the PHACS website. It was found that in the past that the forum was not the best way to communicate and was not used much.

- **Veronica** suggested sharing a video of a section of the monthly CAB calls with site staff and site CAB members. It could be a five-minute update. The video could be sent quarterly or once a year.
 - **Eduardo** agreed it will be a good idea to make the videos. The videos could be shared with local CAB members. Videos could include discussion of lay summaries. In addition, he suggested creating a CAB podcast.

Mandy asked about meeting topics:

- **Claire** suggested developmental stages in kids and vital signs. For example, what do the measurements indicate to a health care professional?
- **Veronica** mentioned that at her site they have virtual support groups. Topics discussed are:
 - housing,
 - parenting skills,
 - substance use,
 - strategies on how to deal with trauma, and
 - strategies on how to solve everyday problems.
- **Raiko** suggested finding ways to get more people to join the CAB and ideas to get people interested in joining the CAB.
 - **Mandy** suggested a video of a conversation with CAB members. She suggested creating a one page document with CAB members quotes about their experiences being in the group.
- **Lesley** suggested providing more flexibility with the meetings. She suggested having meetings on evenings or Saturdays. CAB members should be asked about their availability. She suggested providing incentives.
 - **Claire** agreed that being flexible is important. In the past, they had tried having meetings on Saturdays and in the evenings.
 - **Mandy** agreed to follow up with site staff about availability of local CAB members.
 - **Eduardo** mentioned that the CAB is a platform for members of the community to know what is happening with research. Community members should participate in the meetings because they want to be part of the developing research on PHACS.
- **Mandy** suggested the creation of a library of document and videos. Those should be accessible for CAB members.

Additional ideas could be send by email to Mandy (aflores@hsph.harvard.edu) and Eduardo (evergara@hsph.harvard.edu).

NOTE: The next CAB call will be on October 27, 2022 at 12:00 PM ET.