

**CAB Conference Call  
December 5, 2024  
12:00 ET  
Meeting Minutes**

---

**Participants:**

<b>Alex</b>	FSTRF
<b>Antoinette</b>	University of Miami
<b>Claire</b>	Harvard T.H. Chan School of Public Health
<b>Falon</b>	University of Colorado, Denver
<b>Gena</b>	University of Miami, Florida
<b>Joy</b>	Westat
<b>Karim</b>	Westat
<b>Kim</b>	Texas Children’s Hospital
<b>Liz</b>	Harvard T.H. Chan School of Public Health
<b>Mandy</b>	Harvard T.H. Chan School of Public Health
<b>Priya</b>	Harvard T.H. Chan School of Public Health
<b>Raiko</b>	University of Colorado, Denver
<b>Rosalva</b>	UCSD
<b>Tameka</b>	St. Jude Children Research Hospital

• **APPROVAL OF MINUTES**

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

• **ICEBREAKER**

**Mandy** led the icebreaker.

• **SPACES FOR SELF-CARE**

**Liz** led the spaces for self-care.

• **GRANT UPDATES**

**Mandy** talked about the meeting with the mPIs on their vision for community engagement in the new iteration of PHACS, if funded. Community members have had the opportunity to voice their concerns and thoughts on the new changes in PHACS. Some community members wrote letters and those were sent to the mPIs. There is discussion on having an additional meeting with the mPIs to discuss the community members’ concerns and thoughts.

The application for the new PHACS (RISE) was submitted to Harvard for review and approval. The application is due to NIH on December 11. In the coming months, NIH will announce if PHACS RISE is funded.

**Claire** pointed out that this next iteration of PHACS is competitive, so funding for PHACS RISE is not guaranteed. The budget was cut to 1/3 of the current PHACS budget. She explained the model of community engagement that was included in PHACS RISE. She acknowledged the importance of community advocacy in influencing the mPIs decisions around community engagement. One of the

decisions was having space for community members from sites not selected in RISE to participate in the new unified CAB.

#### Community Engagement Tiers

- Tier 1 Community Task Force (TF): Partnership with High engagement.
  - Around 5 current participants of RISE.
  - **Claire** explained that the first 6 months to a year there will not be participants in RISE. So, there's uncertainty on who the TF members will be during that time.
- Tier 2 Community Advisory Board (CAB): Involvement/Collaboration with Moderate engagement.
  - Single unified CAB. Current CAB, PUG and Spanish CAB will not continue.
  - Around 12-16 participants.
  - There will be opportunity for community members from sites not selected in RISE to participate in the new unified CAB.
    - The mPIs understood the importance of the expertise and wisdom from the community members and agreed to provide this space. The goal of the research is to impact everyone living with HIV.
- Tier 3 Health Education and Community Committee (HECC): Consultation with Low engagement.
  - HECC is included under the Data Management and Analysis Core (DMAC): leadership of the DMAC includes Sue Siminski, Paige Williams and Kunjal Patel. The HECC will be under Kunjal's purview.

The spring network meeting scheduled for June 2025 will be happening, along with the CAB, PUG and HOPE CAB retreats.

#### CAB members comments/questions:

- **Gena** commented there have been budget cuts in other projects as well. It is important to look for funding from other sources such as private foundations.
  - **Kim** indicated that even state funding could be cut for Texas Children's Hospital.
- **Rosalva** expressed her disappointment that her site was not selected and that the Spanish CAB will not continue. She's looking forward to seeing everyone at the Spring Network Meeting.
  - **Claire** pointed out that, if RISE is funded and there is a Spanish speaking staff in the HECC, then there's possibility that Spanish speaking participants could be involved in some way.
- **Kim** suggested having a meeting with the RISE mPIs if the application gets approved.
  - **Liz** explained that the decision on which applications are funded may be sent out between May and July. However, for PHACS 2020, NIH sent their decision in September.
  - **Tameka** suggested having a meeting in February to explain to the community members what was included in the application regarding their engagement. Then, have another meeting if the application is approved.

**Mandy** mentioned that she will start working on the last iteration of the CAB Newsletter. She will send an email asking community members for themes for that newsletter. The newsletter will include all the work that has been done with the PHACS community.

- **NEW YEAR REFLECTIONS**

Reflection led by Mandy.

**NOTE: The next CAB call will be on January 23, 2025, at 12:00 PM ET.**