

**Prevention Research Centers
National Community Committee Monthly Conference Call
February 8,, 2011
4:30 p.m. – 5:30 p.m. (EST)
Dial-in: 1-866-830-1012
Pass code: 9805872**

Attendance:

Imogene Wiggs (St. Louis)	Chuck Conner (West Virginia)
Gary Tang (Washington)	Suzanne Randolph (Maryland)
Eugenia Smith (Boston)	Connie Bayless (Pittsburgh)
Matt Starr (Rochester)	Frieda Brown (Tulane)
Paul Gilmer (WV)	Ella Greene-Moton (Michigan)
Michael Ballue (UCLA)	Linda Lee (NYU)
Margarita Holguin (San Diego)	Heidi Hanes (Iowa)
Sandy Good (Kentucky)	LaShawn Hoffman (Morehouse)
James Bratton (CDC-Atlanta)	Robyn Keske (Boston)
Antonio Tovar (S. Florida)	Jazmin Nuno (San Diego)
Katie Barnes (UNC-Chapel Hill)	Darlene Leysath (UNC-Chapel Hill)
Jean Frank (Case Western)	David Collins (Morehouse)
E. Hill DeLoney (Michigan)	Winona Hollins-Hague (Seattle)
Sharon Bradford (Yale)	Sharrice White-Cooper (CDC-Atlanta)
Tanya Godsey (Kentucky)	Sangsook Cho (Berkeley)
Rucha Kazathe (NYU)	Maribel Cruz (UT Houston)
Albert Ramirez (Texas A&M)	Sharon Shad (UMASS)
Jenny Oliphant (Minnesota)	Maurice Williams (Yale)
George Cruz (UT Houston)	Susan Kunz (Arizona)

Welcome & Introductions - Antonio Tovar

The meeting was called to order by Chair, Antonio Tovar at 4:33pm EST

Participants' Roll Call - Susan Kunz

A roll call was taken and updated during the call.

Approval of Call Minutes - Antonio Tovar

The minutes of the January 11 meeting were reviewed. Margarita motioned to approve the minutes prepared by Theresa Rudder and Chuck Conner seconded the motion. The motion carried to approve the minutes.

Treasurer's Report - Paul Gilmer

The treasurer's report was given by Paul Gilmer. NCC received Sandy's contribution. Current balance is \$297.66 (corrected to \$2,697.66). We have an outstanding invoice to submit to U Michigan.

NCC Committee Reports:

Content - Gary Tang/Linda Lee/Margarita Holguin

Gary gave a quick review of the CBPR Best Practice Award. A total of 16 applications were received from the 25 who were eligible due to receipt of Community Partnership Engagement Award. All were postmarked by the deadline. Content Committee met last Thursday (2/3/11) to form an award committee to continue the review process. This subcommittee includes Gary, Susan, Linda, Theresa and Carol Smathers from Ohio. We have

identified four reviewers-two community and two academic. We will be having a call with them between 2/10-15/10 to go over the application review process. Gary apologized for extending the deadline for one PRC due to the weather, while some prior PRC requests were not granted. As we go forward, all five individuals will be involved in decision-making for more consistency.

Gary said that this process is very exciting. We have almost half of the PRCs participating. Completion of the application was a good process and challenge. It helped us reflect on who we are and where we need to go.

Policy, Procedures & Operations- Robyn

Robyn said the PPO meet on 1/19/11 to review proposed changes. They will be adding a definition of CBPR; Ella will recommend the best place for this. The PPO is also working in tandem with the Leadership Team to better define membership criteria. Next call is 2/15 at 4pm Eastern.

Communications - Chuck Connor

Chuck said 8 members joined the call on 1/20/11. The committee is reviewing the results of the communication survey from the October meeting; results will be shared soon. They have also explored the creation of an NCC Facebook Page. It is apparent that many of the folks we serve do not access the Internet the way that we do. Since James at CDC and the team have been looking at branding and printed documents, the Committee has decided to focus on that level of communication for now. For Facebook, someone would have to volunteer to update the page and we already have a problem with all NCC members being very busy. They will be using the PPO's definition of CBPR. Next meeting will be 2/17 at 11am Eastern.

Fund Development - Imogene Wiggs/David Collins

Imogene and David were both on the call. Ana Huff is now the Committee's note taker. They got more information from the PPO about the focus of the Committee. Paul said that the group is now working on fund development parameters. The Committee has 9 members. Antonio added that the Committee asked the Regional Directors to survey the members in the region to learn what barriers, if any, NCC members have faced to attend meeting. Chuck asked if we have anyone on the call feel that they may have problems getting to the spring meeting. Seattle said that only one person will be able to attend, so membership will alternate. Susan suggested that the NCC let PRCs know that the facilitated session will be special and merits maximum participation. Chuck concurred since one NCC member asked for his help to advocate for their attendance. Chuck commented that NCC members need to be involved in budgeting process to in part advocate for coverage of travel costs for NCC reps to participate in meetings. Matt said that another issue we should keep mind is that the PRC meeting is always in Atlanta. Perhaps we should alternate east/west coast. Chuck and Antonio will work on a letter to send to the PRCs. Sharrice added that each PRC has been encouraged to send at least one rep to each of the two meeting. Susan suggested that we ask the PRC Program to encourage PRCs to send two NCC reps if possible, given the special nature of the facilitated session. Ms. Cho asked if there is an agenda yet. Antonio said no, but on Monday morning (April 11) we will work in Committees and in the afternoon beginning at 2pm will be the facilitated session. (Tues is also time for our meeting, and Tues. pm is the joint NCC meeting with the PRC directors).

NCC Regional Updates:

Southeast - Charmayne Turner/Katrina Brooks

No report

Northeast - Matt Starr

Matt said not much to report. The region is working on the questions from the Fund Committee.

Midwest - Gabriel McNeal

No report.

West - Lisa Hoffman

Susan said that Lisa sent the survey from the Communications Committee to the NCC representatives in this region and are waiting for responses.

Southwest - Theresa Rudder

Albert said SW Region met at 2pm Central Time on 2/8/11 and spent more time getting to know each other better. The representatives from Texas A&M will visit the Houston folks soon. In the coming months, they plan a reverse visit to the Brazos Valley. They also reviewed the Leadership Team call. They addressed the fund development questions today and there does not seem to be a funding issue for those who are on the call. They also encouraged each other to attend and all SW members plan to attend in Atlanta. Paul asked what the title of the upcoming conference was? Is it the PRC Directors' Meeting on Tuesday and then the PRC Annual Conference on Wed-Thurs.

South - Catherine Haywood

Freda Brown said the group met at 2/3/11 at 11am Central. They discussed the fundraising questionnaire. Most PRCs represented said they weren't having much problems with funding for NCC rep travel. One sticking point with the members on the call—they tried to figure out whether or not there was a main purpose for the region, so they will be working on that together.

Special Interest Group Updates:

Genomics - Ella Greene-Moton

Ella said the SPIG met on 1/17/11 with 6 members present. She encouraged anyone interested to join this new group (3rd Mon each month at 11am Eastern). There was agreement that they increase collective understanding of genomics terms and enrich our vocabulary so that they NCC can represent this issue back to our communities. For people who attended the Genomics ThinkTank will receive a weekly publication from the CDC Genomics Office. Next steps include revision and finalization of goals and objectives, as well as follow-up on the ThinkTank recommendations and include the Genomics 101 presentation. Chuck brought up ethical, legal social issues that will remain on the SPIG agenda. They plan to develop an FYI to send out to the NCC so reps can share information with their CABs. Website design is ongoing with wonderful suggestions with NCC reps that are participating. Lastly, they will develop a Plan of Action for the year. Next call is 2/20 at 11am Eastern. It is a federal holiday, but please join if you can.

PRC Program Updates

PRC Steering Committee Call - Antonio Tovar

Antonio shared that the Steering Committee requested more funding for the PRCs, but they were told by the CDC that that body could not make the request, but the NCC could play this kind of advocacy role. Potential approval of more funding for PRCs have been in the air since last year. The PRC Program has pretty much level funding but more centers and devaluation due to inflation. It is still not clear if more funds will come, and if so, if the funds will go to existing PRCs or new ones.

There has also been discussion about NCC members becoming Co-Chairs of the PRC Committees. The Steering Committee is not clear about the possibility of NCC members serving as Co-Chairs.

NCC Leadership Call - Antonio Tovar

The same topic was discussed on the Leadership call, concluding that the NCC may not have the capacity at this time to Co-Chair all PRC Committees. It would be possible for NCC members who are currently active on PRC Committees to step forward to provide this leadership if they can. We feel that these positions should be elected, but some have simply been appointed.

The Special Commission reviewed recommended membership changes that will be presented to the PPO. The Special Commission also submitted an Investigation Report to Dr. Simoes. Finally, the entire Leadership Team discussed the April NCC meeting.

NCC meeting in April - Antonio Tovar

The purpose of the timing set for the agenda, (i.e., having the facilitated session Monday afternoon), is to allow all members to get to Atlanta in time for this.

Review Action/carry-over items - Antonio Tovar

Chuck and Antonio will draft a letter to send to the PRC Directors encouraging maximum participation of NCC representatives at the facilitated NCC meeting in Atlanta in April.

Announcement: James said that a special webinar will be held in March about the new communication products. He will send an email invite.

Matt asked if the webinar will be supported by the PRC, and James said yes, since he works with the PRC Office. James will make sure that closed captions are provided. Matt said to email him for any specific questions he may have about the set-up.

Albert asked if we had an update on the Oral Health Project. Paul said they are still in the process of formulating a plan going forward. Involvement is still open to all PRCs for this Oral Health SPIG. They will begin to disseminate some information pretty soon. The group did meet at the beginning of the year with Denta Quest and a draft MOU is being reviewed. Sharrice added that part of the initiative is informing the NCC and PRC Committees nationwide about oral health, so there will be an informational webinar about oral health scheduled for March

Final roll Call

Next Call: March 8, 2010

Notes taken by Susan Kunz