

COMMUNITY ADVISORY BOARD
Minutes– May 3. 2001
Americana Hotel – Nogales, Arizona

8:30 AM – 10:00 AM Meeting: (5/2/01)

Ginger Ryan was present at a National CAB Conference and found that some CAB's have the following authority:

- Faculty hiring and firing authority
- University research approval
- Internet and parking privileges

Ginger's opinion is not to be this structured, but there is a need to represent the community more efficiently.

There is probably a need for a chairperson to represent this CAB, call the meetings, and a written statement that states what we are about, etc.

The pointperson would need to know what is expected of them, the parameters of the position, and would have a term limit (ex. 6 months).

Action taken:

Chair: Ginger Ryan (1 year term)

Co-Chair Vickie Steinfeldt (1 year term)

Committees/Mandate:

- Represent Community/Community Voice
 - Policy
 - Activities

- Annual Evaluation:
 - Evaluate Community Process
 - Evaluate Outcomes (completed in process)
 - Evaluate unmet needs

Need:

Summary outcomes when at IRB stage – lay abstract.

Meet twice yearly plus ongoing email communication.

10:00AM – 3:00 PM Meeting: (5/3/01)

Welcome and Introductions:

Andy Nichols – A Remembrance

Outcome of 8:30 AM CAB Independent Meeting: (see previous page)

Went over budget

Ginger went to Chronic Disease Conference in DC and met with other PRC's.

Adopted Draft and Mission Statement

-No Bylaws

Review Minutes from Nov. 7, 2000 Meeting:

- Viewed Draft Mission Statement (attached)
- What would you like things to look like in 2 years?
- Sustainability
- Policy → Systems Change

-Structure of Meeting and Interactions between time.

Center's Demo Project:

- SWC Retreat 4/5/01
 - Core = Community Assessment Team (Mark, Nicky, GRA's)
 - Chronic Disease prevention in community assessment project (ex. Demo Project)

Ginger: What are the projects and what is our role as CAB members?

- Community Health Worker Evaluation Toolkit (and others coming in future)
- Mike – Chronic Disease is the interaction between the environment and the genes.
- Question to answer is: Are these projects related between center concept and mission statement?
- PRC is within Chronic Disease division at CDC.
- Mission statement pertains to core activities.
- What is goal once center grows? Will mission statement grow with it?
- Mike – CAB = other stakeholders.
- Need representatives from Mexican side of border.
- Need a coordinator
- Anna – Demo project history.
- Critical to have protocol
- Lay health educators/Promotoras important.
- What are projects that pertain to males?

- PRC's fund and mandate CAB's but we would have CAB anyway with or without mandate.
- Sustainability - old projects need to be sustained (support must be found) and continued.

BHSI and other new projects/ Relation to center and CAB

(Went over Guiding Principles and Sacred Spider handouts in detail)

Also:

Nicky and Promotoras creating family component.

Need to find out what works and what doesn't in community based diabetes prevention.

Will need to find other sources of funding in future.

Feedback to the Future – Nan (info from posters)

This afternoon and recommendations:

- Mission/Purpose
- Leadership
- Organization
- Evaluation
- Meeting Structures
- Methods of Communication

Purpose:

- When there is a conflicting purpose.
 - Scientific
 - Community Advocacy
- Where is the murkiness?
- Take control to set the direction.
- How can we (SWC) make things clear?
 - Small lay abstracts of projects.
- Make our way concrete. Communicate what we are doing –email and what to do with the information we receive.
 - University
 - CAB
- Small 'e' Evaluation
 - Hearing about what's happening.
 - Going down same road.
- Use these meetings to look at big picture.
- What do you want from us? Policy Board, Semi-Annual meetings.

- Overall direction of Change
- ‘e’ staff performance.
- Information – what are we part of?
 - a graphic presentation/overview of who we are.
 - How do we keep track of our growth?
- Evaluation
 - Community process
 - ‘e’ the research aspects not a pseudo health department.
- Let down the SWC?
 - mandates that are concrete.
 - Staff don’t feel let down.
- Action
 - Make concrete the four mandate
 - Leadership – Chair with chair in wings for 1 year.
 1. Community Rep voice
 - Policy
 - Activities
 2. Evaluation
 - Community and University Progress
 - Outcomes
 - a) Completed
 - b) In Process
 - Progress
 - Unmet needs
 3. Partnerships (EVERYONE has input to agenda items)
 - Advice
 4. Private Meeting
 - For exchange of information
- Relationship but:
 - SWC leadership + CAB leadership.
- Do not put pressures on people in field in a negative situation.
- Information comes from University in timely fashion.

Continuation Proposal for 2001-2002 – Mike (*info from poster*)

Continuation:

- Core Demo Projects (Turning Point, Diabetes Working Group, BHSI SAGS)
- Evaluation Toolkit (SWC, COPH, THO, BHS, Eval, Assessment) & *Renewal*.

Other Projects:

- Asthma, Legacy
- BHSI Cochise County & *Renewal*.