

Community Partner Policy Workgroup Meeting Minutes
Wednesday, March 12, 2008

Members Present

Loretta Heuer, Migrant Clinicians Network, Collaborative Coordinator, Grand Forks, ND
Ilda Montoya, Manager of Research/IRB Administrator, Harvard University/Mount Auburn Hospital, Cambridge, MA

CCPH Staff Present

Lisa Moy, Graduate Research Assistant

Lisa began the discussion by giving a small recap of the last call, particularly focusing on Ilda's work with the Dana Farber Cancer Institute (SEE Meeting Minutes from February 13, 2008).

Lisa stated that the main goal for the call is to discuss ways for workgroup calls (both policy and mentoring groups) to gain momentum. She brought up an idea discussed in the CCPH CP Mentoring Workgroup of holding a series of conference calls with a panel of speakers, or with one speaker, and with question and answer sessions all centered around one topic. This activity would serve the purpose of bringing together call participants around one idea as well as be informative and educational.

Lisa shared with the group that the Mentoring workgroup had discussed a call topic surrounding CTSA community partners. **Lisa** asked for the group's opinion and thoughts on this idea of holding calls, and what input they might have on the CTSA topic and topics of their own.

In response to Lisa's question, **Ilda** said she's not directly involved with CTSA's at this time, but emphasized that she is currently networking with people whose projects and programs are using and are involved with CBPR. **Ilda** mentioned the Latino Health Institute in Boston and knows they have "mini-projects" that use CBPR. In her networking efforts, **Ilda** has been interested in getting answers from people implementing CBPR and is asking the following "basic" questions:

- How did you get started?
- Where were your major contacts? Are they the same contacts you are using now?

Ilda emphasized the need and importance for networking in understanding how to get involved with CBPR.

Lisa prompted the group for their own ideas on topical calls, which topics would be interesting/important for this group and other people interested in policy issues.

Ilda brought up the topic of conducting community assessments. Pertinent questions she'd like to have answered are as follows:

- How do you make assessments of communities?
- What do you include in community assessments?
- What practices are currently in place?
- Who is experienced in community assessments?
 - What can we learn from them?
 - Who's available to contact?
 - How can we contact them?
- How does one make connections between potential community participants and potential researchers?
 - Where to start?

Ilda explained the current discrepancies now in making community assessments, that there are such different approaches it can be hard to be informed on the best practices for conducting community assessments.

Lisa supported **Ilda's** thoughts on the difficulty of determining what type of assessment is best for your own work. **Lisa** emphasized in the current system, different types of assessments are appropriate in different contexts, for instance a federal funder might want something different out of a community assessment than a smaller community organization. How does the community organization go about designing an appropriate assessment without being overwhelmed by the standards set in a federal assessment?

Ilda agreed.

Loretta agreed and brought up the importance of keeping in mind what the purpose of the assessment is in designing effective assessments. She thought that determining the motives of an assessment is important and will change the content of an assessment.

Lisa proposed to the group that she'd look for input from other workgroup members who couldn't make the call on this topic of community assessments and their own ideas on topics to have discussed on topical conference calls. She thought that the format and set-up for calls will be better established once topics had been identified, the topic might drive the format of the call.

- ACTION ITEM: Lisa will email Policy Workgroup members with information on current brainstorm on community assessments as well as ask them for their own ideas. Also will ask for group's thoughts on format of conference calls.

Lisa continued to discuss the final agenda item of the article written by Stephen Wolf on CTSA's. She asked for the group's thoughts on Kristine's idea of having the workgroup send a response letter on the article.

Ilda thought the article offered interesting information and supported Kristine's idea of sending a letter to JAMA.

CP Policy Workgroup

March 12, 2008

Page 3 of 3

Lisa commented that the workgroup's letter would serve to raise the awareness of the Workgroup and to hopefully develop an alliance with Steven Wolf.

- **ACTION ITEM:** Lisa will check in with Kristine and email the listserv with updates on this group effort.

Lisa summarized the action items and closed the call.

NEXT CALL: Wednesday, April 16, 2008 @ 1:30 PST/3:30 EST

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