ASPH/CDC Project
Examining Community Partnerships for Prevention Research
Conference Call #3
Tuesday, January 28, 2003 – 10am-12:00pm Pacific
Call Notes

Partner Organizations & Primary Representatives*:
1. CDC Prevention Research Centers National Community Committee
   Ella Greene-Moton and Yvonne Lewis, Co-Chairs
2. Community-Based Public Health Caucus of the American Public Health Association
   Adele Amodeo and Renee Bayer
3. Community-Campus Partnerships for Health at the University of Washington School of Public Health and Community Medicine
   Sarena Seifer, Stacy Holmes and Annika Robbins
4. Community Health Scholars Program
   Michael Reese and Diane Calleson
5. Detroit Community-Academic Urban Research Center
   Barbara Israel and Robert McGranaghan
6. Harlem Health Promotion Center
   Gabriel Stover and Richard Mack, Jr.
7. New York Urban Research Center
   Sarah Sisco and Sandro Galea
8. Seattle Partners for Healthy Communities—Urban Research Center
   Kirsten Senturia and Alison Eisinger
9. Yale-Griffin Prevention Research Center
   Kari Hartwig and Margot Zaharek

CDC Technical Advisor on this project – **Lynda Anderson**
CDC Staff Liaison on this project – **Sharrice White**

* The majority of the partner organizations above will have individuals participating on this project who will not necessarily be joining the calls, but who will be an integral part of the project work and dissemination & feedback. Additional partnership representatives can and will be named throughout this project.

Representatives on this call: Renee Bayer, Adele Amodeo, Sarena Seifer, Stacy Holmes, Annika Robbins, Diane Calleson, Michael Reese, Barbara Israel, Richard Mack, Jr., Sarah Sisco, Sandro Galea, Alison Eisinger, Kari Hartwig, Margot Zaharek., Sharrice White, and Lynda Anderson.

Notes: Please send any additions, questions, or corrections to these notes to Stacy at: **SLHOLMES@u.washington.edu**

Acronyms:
APHA = American Public Health Association
CCPH = Community-Campus Partnerships for Health
CDC = Centers for Disease Control and Prevention
IRB = Institutional Review Board
NCC= National Community Committee
PRC = Prevention Research Center

Goals for the call:
- Identify progress on objective #1, answering the guiding questions and preparing the summary report due on March 3
- Review, edit and approve corporate authorship policy
- Discuss in-person meeting and facilitator job description

- Review and make comments on draft outline of our first progress report to ASPH/CDC due Jan. 31, 2003
- Determine if in-person meeting during next month's PRC directors' meeting and CDC chronic disease conference is desirable/possible (www.cdc.gov/nccdphp/conference/)
- Discuss priority points to make at PRC directors' meeting next month

Topic 1: Overview and Introductions to new partner representatives
There will be two new partner representatives added to the project and 3 current partner representatives who will no longer be considered representatives. Adele Amodeo will now be partnering with Renee Bayer to represent the Community-Based Public Health Caucus of the American Public Health Association and Michael Reese will be partnering with Diane Calleson to represent the Community Health Scholars Program. Al Richmond, Toby Citrin, and Lee Bone will no longer be primary representatives for this project.

Topic 2: Updates on state of reports
Representatives from each of the 9 participating organizations briefly described the process that they are using to answer the guiding questions, their observations and challenges. Some partners are still gathering information, reports, etc and have had to spend time going back through old files and/or contacting colleagues for past information. Some partners are starting to synthesize their past projects – finding themes and subgroups that will be grouped around each of the guiding questions. Several of the partners will be having their boards or advisory committees review the reports prior to submission to Sarena for distribution to the whole group.

Sarena asked the group if this project was helping them with other internal projects. Several partners indicated that this process has been helpful in capturing the past work that has been done.

Action: All Group Members will continue their progress and will be prepared to submit their report on March 3, 2003.
Sarena and Stacy will combine all reports into one document and will email to all partners for review prior to the meeting.

Topic 3: Review, edit, and approve changes to corporate authorship policy, "The Community Partnerships for Prevention Research Group", including dissemination of individual work.
Representatives stated their concerns and suggestions regarding this policy. There was a concern that individuals who were included in the appendix would not have prior knowledge of this project and may have objections to being included. There was also a concern that there should be a distinction between who's work had contributed in the past and those who were directly contributing time and research to this project.
Action: Stacy & Sarena will update the corporate authorship policy with today's discussion, including creating a distinction between who did the work (writing) and who's work contributed (no-writing), this may be done by using asterisks next to names. Also, they will address the issue of requiring written permission of people included in the appendix. A Statement of Dissemination of Individual Work will also be added. All participants are encouraged to disseminate their own research after the scope of work for this project is complete. This policy should make sure that the individual research doesn't cause a conflict.
Action: All Group Members will come prepared to review and approve a final version of the corporate authorship policy at the next call and/**or at the in-person meeting** depending on the progress made via email.

Topic 4: Review and comment on in-person meeting objectives and facilitator job description
The in-person meeting objectives were accepted with a few additions suggested. It was suggested that the facilitator job description include "understanding of public health" to include under desired characteristics. Stacy and Sarena updated the group on their progress towards finding a facilitator who meets the characteristics and who is available within the budget & schedule limitations. Chris Patterson, the next possible candidate, was described during the call to the group members.

Stacy and Sarena will interview Chris Patterson on his ability to facilitate a meeting based in public health and the other facilitator characteristics. If Chris does not work out, they will contact Calvin Freeman in Sacramento on the suggestion of Adele Amodeo.

Topic 5: Review and comment on draft outline for the first ASPH/CDC progress report that is due on January 31, 2003.
Everyone accepted the outline for the progress report and agreed that it was unnecessary to view the detailed version that will be submitted by Jan. 31. Lynda approved the report.
Action: Stacy and Sarena will submit a detailed version of the draft progress report and will send a copy to the partnership representatives.

Topic 6: Upcoming PRC Director's meeting on Feb. 18 and CDC Chronic Disease Conference on Feb. 19-21 in St. Louis, Missouri.
Sarena will have 30 minutes to present at the ASPH/CDC project at the PRC Director's meeting on Feb. 18 at 12:15pm. She will not be presenting with anyone else, but it was decided that she will acknowledge the representatives that are attending in the audience. There were three suggestions of things that would be helpful to emphasize in the presentation:

- remind them about the letter sent
- importance of bringing organizations together
- important to of them to be supportive of this project

The representatives attending include Ella, Yvonne, Lynda and Richard.
Action: Sarena will attempt to meet with those representatives that are attending.

Topic 7: Abstract submission for APHA meeting
Group discussed possibility of submitting an abstract for the next APHA meeting (abstracts due Feb 13th). At the very least, a single abstract which summarizes this project could be submitted under the Community-Based Public Health Caucus. At the most, this group could submit individual abstracts for each of our individual projects and combine them into one full "session". Most group members on the call did NOT indicate that they had been planning to submit an individual abstract.
Action: Sarena and Stacy will draft up an abstract of this project for APHA and send it out for the group's review.

Topic 8: Reflection on process, feedback, topics for next group conference call
Many of the representatives preferred to email their reflections. Some things to address in the next conference call are:

- review agenda for in-person meeting & introduce facilitator
- questions about dissemination
- discussion engaging other groups (funders) in what we're doing

NEXT CALLS/MEETINGS:
February 26, 2003, 1pm-3pm Eastern/10am-12pm Pacific
Dial In: 1-800-713-1971; Code: 504470

March 17-18, 2003, Partner Representative Meeting 1
Detriot, Michigan

April 21, 2003, 1pm-3pm Eastern/10am-12pm Pacific
Dial in: TBA

May 22, 2003, 2pm-4pm Eastern/11am-1pm Pacific
Dial in: TBA

June 17-18, 2003, Partner Representative Meeting 2
New York City, New York