

LinCS 2 Durham Collaborative Council Meeting Minutes

Stanford L. Warren , Meeting Rm. 1

November 15, 2010

6-8pm

Facilitator: Randy C. Rogers

Attendees

Community Members: Noah Powell, Allison Winfield Kalloo, Tonya Stancil, Anthony Coston, Caressa White, Patricia Bartlett, Kendra Burton, Marcus Hawley

Research Team: Monique Mueller, David Jolly, Brett Chambers, Natalie Eley, Debbie McGill, David Napp, Allison Matthews

AGENDA

Survey of CC members is up and running. Only 10 people completed the survey. Use link in reminder email to go to Survey Monkey and take survey. Randy will send reminder email.

1. LinCS 2 Durham Info Sheet Review - Randy Rogers

0. "About Us" Document:

- a. Randy gave CC time to review document "About Us," which will be used as a way to recruit new members into CC
- b. Thoughts from CC members:
 - i. Communications WG: Brett Chambers, Allison Kalloo, Joshua Kalloo, Alex Horne, Debbie McGill
- c. Marcus and Allison Mathews: easy to understand
- d. Randy suggested adding graphics and pictures to make more attractive
- e. Trisha: avoid running risk of "talking down" to people with low-literacy
- f. David Jolly: it's a lot of words, but well written and easy to read; maybe put in brochure
- g. Brett: Communications WG wants to put this in a brochure
- h. Allison M: suggested having people from community read words and give feedback at World AIDS Day
- i. CC decided that it would be fine to get feedback from people at World AIDS Day
- j. Marcus: highlight AIMS and make sure we bold some of the statistics that make this study relevant to the Black community and Black young adults; put statistics and "why

we care” section first and then talk about what LinCS 2 Durham is doing to address the problem

- k. Careesa: make sure person engages others and be knowledgeable about project when advertising for LinCS

1. **“Orientation Information for Collaborative Council Members” Document:**

- a. Trisha: the talking points are wonderful, but conceptual model is difficult to understand and too hard to try to explain
- b. Allison Kalloo: “Community Advisory Board” is not consistent with the other documents that describe the Collaborative Council. Change everything to “Collaborative Council”
- c. Allison K: maybe create a different graphic representation to make it easier to understand; important to say somewhere at the top, that the diagram shows the same concepts as previous talking points: “Here is the CC at a glance”
- d. Debbie McGill: this document is for the group, so it needs to be easy to understand
- e. Kendra: maybe need a different graphic representation
- f. David Jolly: put diagram into bullet points in a vertical direction rather than in a diagram with arrows
- g. David Napp: diagram came from evaluation plan and never intended for people to understand without larger context
- h. Debbie McGill: define terms, such as “community assessment”
- i. Marcus: can still put arrows between bullet points to make it look like a flow chart
- j. Kendra: has CC ever thought about having Department of Health give documents to people who attend their workshops and events to give feedback on documents; thought it might be a good idea to give information on LinCS to people at local community health clinics and Durham County Health Department; people tend to remember what you say if you give them something with the group insignia/logo
 - i. Randy: we can put that information in commons areas of local health departments and clinics; use handbills as “take away” for people to remember LinCS
 - ii. Trisha: put information in Duke News at hospital so people can see while waiting to be served at hospital; no cost, but can use Brett or other person with digital design experience to design something to put on screen; need to get past risk management

- k. CC agrees that Communications WG can use "Orientation" document as way to orient new members

2. Recruitment Strategy Overview - Monique Mueller

2. World AIDS Day, December 1, 6:30-8:30PM, @Hayti; exhibits at 5:30pm
3. need community members to help staff table
4. Marcus, Kendra, Anthony volunteered to be at table
5. Concerns about separate session at World AIDS Day:
 - a. it's at the same time as the exhibits and would be too early if we did it before the exhibits start
 - b. it might be awkward to pull people away from the exhibit to participate in CC information session
 - c. there might not be an open room to have information session, no chairs in available rooms
 - d. we can invite people to table and give summary of CC instead of taking them away from exhibit to be in separate room; still invite people to come and get more information about CC at World AIDS Day
6. Recruitment Strategy:
 - a. think about who we know and have personal relationships with so we can try to get more people from different communities and representation from different "boxes" in recruitment matrix
 - b. we have talking points and strategy for CC to use when doing calls
 - c. Concerns and suggestions:
 - i. Noah: are people actually going to make calls and follow through with this recruitment?
 - ii. Anthony: not everybody is comfortable with making phone calls, but may be more comfortable with approaching people in other settings
 - iii. Randy: make sure to use your personal contacts, focus on finding people in target population
 - iv. Noah: are we going to hold people accountable for contacting people?

- v. Randy: we know everyone will not participate and that's ok
- vi. Monique: everyone should think of at least one person to contact who can come to World AIDS and who can contribute something different from the people we already have available at the table
- vii. Randy: we need to take advantage of CC website; link CC website to LinCS 2 Durham website; take advantage of Facebook page
- viii. Natalie: should the CC website be open for public to see?
- ix. David Napp: talking points from orientation packet are different from recruitment strategy talking points; also should mention IDUs (intravenous drug use) as risky behavior for contracting HIV
- x. Noah: put more information/urgency of overrepresentation of Blacks in HIV epidemic, especially in CC recruitment script/strategy
- xi. Trisha: should make sure to emphasize IDUs and needles as high risk factor
- xii. Careesa: we should not under-emphasize the influence of other drugs because they are more often listed as a risk factor for HIV than needle use

7. "Collaborative Council Recruitment Form" Document

- a. use this document as a way to get information from people on what they can offer to LinCS 2 Durham and what interests they may have in participating
- b. comments:
- c. Allison K: it's a lovely list
- d. Allison M: make space bigger for people to write
- e. CC members will collect information and pass it on to Randy so LinCS can make database
- f. CC is ok with recruitment form document being used at World AIDS Day

3. Charrette Consultation Update - Careesa White

- 8. Charette was a workshop that gave members of CC feedback on how to improve the decision-making process, increase representation, and increase community participation
- 9. LinCS CC has already made a lot of strides to address the "weaknesses" or challenges that were identified in the Charette workshop

10. Randy: one example is when CC posed the question on whether research staff should be a part of the CC process; we came to the decision that they should be a part of the decision-making process because it is important to have a collaboration between researchers and community members, not just one-sided
11. Randy: where do you think we should go with the Charette? Should we do a follow-up interview/conference call with people who conducted the Charette?
12. Careesa: is there something in particular that we need from that group that we can't already offer to ourselves? Is that just for formality reasons (because it looks good that we got feedback from "experts" even though we already have experts at the table in the CC)?
13. Allison K: Charette would bring us objectivity and an outsider's perspective
14. Monique: Can we just ask them for advice if we have a particular question rather than having a formal follow-up?
15. Randy: we probably should wait until we get the second process evaluation completed and then figure out if we need the charette
16. David Napp: we should wait until after we review the findings of the second process evaluation
17. Trish: and after the recruiting for the CC
18. CC decided that we should tell them we would like to get feedback after 3-6 months, at retreat in CC February

4. **Re-visit Community Caucus Proposal - Allison Kalloo**

19. We should make sure to encourage community ideas, especially from people in the target demographic
20. Charette experts thought well of the proposal and were surprised that CC did not receive the proposal as well
21. community should have stronger voice than researchers
22. community caucus can serve as avenue for community members to have closed meetings to voice their concerns in a free space and not be concerned about what researchers think
 - a. each meeting would be different in topic and make-up
23. there would also be a target group meeting where they could meet and communicate with each other in a way that makes them the most comfortable
24. this would be a way to establish a foundation of trust; no researchers allowed in these meetings; would allow broader community to express their perspectives

25. CBPR doesn't necessarily always mean that researchers have to be in same room with community members
26. caucus would provide report to larger CC meeting: what topics discussed, general observations, recommendations
27. CC concerns and suggestions:
 - a. Randy: Allison K might not be the best person to be leader of caucus, maybe have person from target demographic to lead discussions
 - b. Trish: great idea! We need someone younger to do this, not old faces
 - c. Randy: suggests Allison M. and Marcus, or Joshua to help facilitate discussions
 - d. Allison M: suggest different methods of advertisement
 - e. we need to think about issues of confidentiality, researcher facilitating discussion wouldn't be barrier if we maintain confidentiality

Upcoming CC Meetings

December 13th at Stanford L. Warren in Meeting Rm. 1 (pending)

January 10th at Stanford L. Warren in Meeting Rm. 1