

Community Collaboration toward Reducing Health Disparities**Monthly Steering Committee Meeting Minutes****UMSL College of Nursing--Nursing Administration Building****Wednesday, July 20, 2016****3:00-5:00 PM****Introductions of Community Partners:**

Discussions among partners began upon entering space, consisting of get-to-know-one-another conversations and sharing of refreshments. Formal introductions went around.

Re-Cap from last meeting

Review of Contact List: Members were asked to double check contact information for distribution so as to facilitate members' networking with one another

Finalizing Team Agreement Sheet: The team agreement sheet that had been consensually agreed upon at last meeting was revised and sent around for signatures (attached)

Discussion on Meeting Management/Leadership: members were asked if they preferred to rotate leadership and meeting documentation. It was agreed that UMSL co-investigators would lead meetings and record for consistency. The question will be revisited after a number of meetings have been conducted, perhaps at the start of a new quarter.

Chairing Meeting: Sheila Grigsby will continue

Record Keeping: Annie Vandermause will continue

PCORI Related Research Goals

Discussion of PCORI Mission, funding, research plans: The PCORI history and emphasis on stakeholder engagement was discussed. The Selby, Forsythe and Sox (2015) article from JAMA, Dec 2015 was discussed: "Stakeholder-driven comparative effectiveness research" to keep the monthly emphasis on research preparation

What do Steering Committee members want to gain from this process? This question was addressed to the group, which stimulated a discussion on activities Steering Committee members could do as outreach efforts throughout the project. An upcoming health care fair was introduced as an example of action-oriented activities members might engage. It was emphasized that the focus on eliciting patient and family voices about barriers to health care was our [primary focus as a group. It was suggested that we consider community events as other possible venues to access information, which could come back to the coalitions and the steering committee meetings for discussion on future intervention needs. The group could gather opportunities for outreach and collaboration among members as an offshoot of the project, while the documentation of expressed needs and potential solutions was central. A website for the purpose of sharing outreach activities is part of the plan. The group response needs to be planned and agreed among members.

Discussion of First Phase of Project

Discussion of sample flyers

Opinions of adolescents in your circle and practice

Next Meeting Date and Location: Wednesday, August 10, 3:00—5:00 PM