

## **CHERP Community Advisory Board**

### **Meeting Minutes**

**June 7, 2017, 12:00 – 2pm**

**National Center for Homelessness Among Veterans Conference Room Ste 202, Rm 226**

Present: Andre Ford, Harry Maxwell, John Barfield, Lawrence Davidson, Terri Haywood, Dennis Miller, Anna Stormer, Dana Kaminstein, Max Brown, Lorrie Walker

#### **Business**

- No July meeting. August meeting date will be determined by next meeting.
- Shorten the agenda for the next meeting
- Meeting minutes from 5/24 were approved

#### **Goals and objectives**

In order to provide a context for research and community engagement, Max gave a brief presentation on the Community Engagement Continuum (see continuum document). This graphic originated from NIH to reflect community relationships with health research. The image shows how the collaboration between researchers and community evolves over time. In sum, community involvement is ongoing and deepens over time. Community engagement evolves from a receiving position into a generative effort.

There was a discussion about whether or not the way an investigator approaches CAB may mirror how she/he approaches research subject. One member suggested that working with the CAB may change an investigator's approach. Relevant points of the discussion were:

- One goal of the CAB is to support investigators. The CAB review should not be viewed as being another onerous task for the investigator. The CAB needs to be able to build relationships with investigators instead of just assess studies.
- The CAB needs to articulate what it needs from PIs. PIs need to be clear about what they need from the CAB.
- The CAB should raise questions investigators to think about; the CAB should gather a better understanding of the pressures investigators are under.
- CHERP needs to have investigator training for working with Veterans.
- The CAB needs to develop a rubric for which certain items get approved by the CAB and provide feedback on why. The rubric needs to be consistent and objective.
- Study review by the CAB is not yet a requirement, but developments suggest that a CAB review may become a requirement. The CAB needs to take this into consideration when drafting bylaws.

- Think about stating the CAB will work only on collaborative efforts with PI in the bylaws.

There was an exercise about developing goals and objectives. Dana developed 4 sample goal categories. (See Goals and Objectives document.) Each member wrote a goal on a post-it-note and placed the goal under categories in which it fell. (See Goals Initial work documents for the complete list.) The goals that generated discussions were:

- Move beyond the readily accessible name-brand, veteran organizations--The CAB should be aware of lesser known, non-traditional veteran groups and have a portfolio and contact information for these groups. Some of the questions arose: Do we vet these groups or refer them? What should be inclusion /exclusion criteria? Does the VA have any restrictions? Members agreed to discuss this later as a part of our mission or goals.
- Help investigators frame studies with/in trauma informed context--The CAB should help researchers frame questions/protocols in a manner that make Veterans feel comfortable. One problem discussed was that many of the instruments used in studies are validated and wording cannot be changed. Suggestions were to set a tone for some questions, preface some questions about the sensitivity of questions, encourage debriefings, and make an effort to be culturally informed.
- Ensure the issues of justice-involved veterans are being examined- The CAB needs to think about Veterans in justice system- jail, prison, treatment court—to see that they are included. Suggestions included bringing a judge to speak to CAB and fostering collaborating among the CAB, investigators, DJO, the VA to address these issues.

There was also a suggestion to think about ways studies can to disseminate findings to research subjects.

Dana will put the suggestions into a document that Lorrie will send to the CAB. Please review them and make any changes or additions. Please send Lorrie the changes by 6/16.

### **Name Generation**

There was brief exercise to come up with ideas for a name. Each member wrote down a name/ theme for a name on paper. The member passed the paper to another person who created new theme or name based on what was written. This was repeated one more time. The names generated were:

- CHERP Community Advisory Board
- Veteran CHERP Community Advisory Board
- Community Research Advisory Board
- CHERP CAB

- Veterans Community Advisory Board
- Veteran and Community Research & Advisory Board
- Veteran Community Advisory Board and Research Of Philadelphia
- Philadelphia Veteran Research Advisory Board
- CHERP Veteran Advisory Council CHERP Community Research Bridge

There was a discussion about keeping CAB in the name since it is a recognized term in both research and the community. Most members felt that “Veteran” should be included in the name. Other words that should be included were “community,” “advisory,” and “research.” There was also a discussion about the future endeavors of the board and their implication on the name. The board agreed to focus on the current activities when determining a name.

Motion for the name Veterans Community Advisory Board (VCAB) passed with 6 of the 7 members in favor of the new name. There was one abstention.

### **Bylaws and Mission**

Andre will put together general key factors for bylaws. Email question and concerns to Andre and CC Lorrie. Key points were:

- Bylaws reflect how the VCAB governs itself. They need to be personal, but general and broad enough to not prevent changes/modifications. In general, bylaws are reviewed and revised every 2 years and can be changed at any time by any member. Things to think about including in the bylaws are time/term limits for members, waivers for term limits, how to deal with absences/no shows.
- The mission should be specific, be no more than 3 sentences, and state what the VCAB is.
- Think about types of committees the VCAB wants to establish and who will manage them.

### **Announcements**

- Radio Silence/Desert Home Companion  
*When:* Saturday, July 29, Time TBA  
*Where:* Independence Mall in Philadelphia, PA  
*What:* Live performance on Independence Mall as part of an on-going collaboration between Iraqi-American artist Michael Rakowitz, Warrior Writers and Mural Arts.  
*Stay Tuned:* More Info. <http://www.warriorwriters.org/events.html>
- Women’s Veteran Center is hiring! See <https://www.indeed.com/cmp/The-Veteran-Multi--Service-Center/jobs/Women-Veteran-Center-Assistant-19c697a7410dc348?q=women+veteran+center>

The next meeting will be **Wednesday, June 21 from 12-2 PM.**