

**Research and Evaluation Committee (REC) Meeting
Minutes
July 7, 2016**

Attendance

voting members (year term started)

	Present		Present
Voting Members		Kaitlin Lilienthal	
Jodi Polaha (2014)	x	Karen Kinman	
Tina Studts (2016)	x	Kathryn Woods	
Robyn Shepardson (2016)	x	Katie Kanzler	x
Jennifer Hodgson (2014)	x	Lauren Tolle	
Zephon Lister (2014)	x	Limor Gildenblatt	
Jennifer Wray (2015)		Lori Zeman	x
CR Macchi (2016)		Mark Vogel	
Patti Robinson (2016)		Mary Peterson	
Stephanie Trudeau (2016)	x	Mary Talen	
		Matthew Tolliver	
Committee Members		Melissa Baker	
Alejandra Posada		Nyann Biery	
Amber Landers		Tawnya Meadows	
Angela Giles	x	Patrick Palmieri	
Angela Lamson		Polly Kurtz	x
Ann Aspnes		Randi Dublin	
Astrid Beigel	x	Rebecca Aycock	
Beth Nolan		Rodger Kessler	
Bill McFeature		Rusty Kallenberg	
Brian DeSantis		Stacy Ogbeide	x
Chris Hunter		Suzanne Daub	
Christine Borst		Tawnya Meadows	
Christina Vair	x	Tina Runyan	
CJ Peek		Tom Bishop	
Colleen Cordes		Vickie Lynn	
Danielle King		Waymon Hinson	
David Johnson		Will Lusenhop	x
Elizabeth Banks		William Sieber	
Emma Gilchrist			
Gary Rosenberg			
Ian Bennett			
Jeff Goodie	x		
Jennifer Funderburk	x		
Jeri Turgesen			
Joe Grasso			

1. Approved June minutes
2. Highlights of REC Report to CFHA Board of Directors
 - a. Our attendance at monthly meetings has steadily increased: 2014 Mean = 11, 2015 Mean = 15, 2016 Mean = 17. Our best attendance is historically at the in-person meeting in October, and we look forward to seeing many of you then.
 - b. We reported on our committee's accomplishments, including but not limited to: the fellowship, the webinars we sponsor through CFHA, the Training in Research and Evaluation Track, the improved poster submission process, potential consultation offerings at the conference, the special issue of Families Systems & Health, the new quarterly research updates, a new potential self-assessment service for CFHA, and ways we can interface with and respond to the Primary Care Alliance
 - c. Update on the special issue of Families, Systems, & Health: ~25 submissions were received. Thanks to the many REC members who are helping with the review process.
 - d. Polly noted that the REC is doing a great job of addressing CFHA's goals for increasing scholarship within the organization.
 - e. **Action item: Robyn will distribute this report to our membership as an FYI.**
3. Research and Evaluation Fellowship
 - a. We only had 4 applicants this year, down from 10 each of the last two years.
 - b. Reviews have been conducted. Thanks to our volunteers: Jen W, Will, Jeff, Robyn.
 - c. The applications were of very high quality. The 2016 fellowship recipient will be announced very soon.
 - d. *Tabled for future discussion:* Brainstorm ideas for promoting the fellowship.
4. Updates Regarding 2016 CFHA Conference
 - a. Subcommittee on posters at CFHA conference (Stephanie)
 - i. Update on status of matching posters to the presentations for publicity purposes
 1. Currently working on matching presentations with posters. Polly did an initial match based on the track, and now CR and Stephanie will work on it.
 2. In coming weeks, subcommittee will discuss options for publicizing the posters and matches. We will ramp this up as the conference approaches.
 - ii. Assessing posters
 1. We were going to sort through the poster abstracts to identify what type of posters we got (e.g., true research vs. other) to inform the types of awards we should have next year and determine whether an award can be given based on the abstract alone. However, due to inadvertent limitations of the abstract format, we are not able to do that.
 2. Instead they will recruit volunteers to assess the posters at the conference to get a better sense of what was submitted (e.g., type, student authors).
 3. Polly noted Stephanie Blackstock is going to ask presenters of accepted posters to submit a full abstract to use in the conference program.
 - a. **Action item: Polly will check on the status of this.**
 - b. Tina noted this will help us determine if we could give an award based on a full abstract versus actually waiting to see the poster themselves.
 - iii. Need to summarize all our feedback on call for posters, poster submission portal, poster review criteria, etc. so we can apply it next year.
 1. **Action item for poster reviewers and poster subcommittee: Send feedback on anything related to posters to Robyn to collate.**
 - b. Do we want to compile a list of presentations relevant to research and evaluation (besides the 6 REC Track talks) to circulate within REC but also to larger CFHA

membership? REC members could notify secretary of their own presentations/posters that may be relevant, and/or volunteers could look through program to identify.

- i. Jen F reported that historically we made up a list of presentations that were being given by REC members and circulated that to the REC membership.
- ii. Jodi noted we are really trying to promote 3 different things at the conference: our REC track, presentations focused on research, and posters. We don't want to get in a position where we over promote, so we will have to consider priorities.
- iii. Polly just learned more about the new mobile app for the conference. One new messaging feature would let us send out messages to participants about particular presentations/posters that might be of interest.

5. Training in Research and Evaluation Track at 2016 CFHA Conference

- a. There were 6 talks accepted to the REC track. We will publicize the track, the specific talks, and the certificate leading up the conference to increase visibility.
 - i. Tina crafted a brief announcement about the track for the CFHA website and conference promotional materials.
 1. Polly confirmed that this will be added to pages about continuing education once those pages are posted.
 - ii. We plan to send emails to the CFHA listserv that explicitly state what topics/skills the 6 REC track presentations will cover.
- b. Current plan is to offer a lunch meeting at which REC track attendees can consult with REC track presenters.
- c. We previously decided to promote the certificate better and see how it goes this year.
- d. We still need to determine a timeline and plan for marketing the track and certificate.

6. REC-sponsored CFHA webinars

- a. July: Patti Robinson, Heidi Joshi, and Javier Luna will present a webinar entitled, *Mentoring Scientist Practitioners*
 - i. Patti has mentored Heidi and Javier over the past year in the CFHA mentoring program. This webinar introduces basic concepts about taking a "scientist practitioner" approach to delivery of primary care behavioral health services.
 - ii. Date/time: Wednesday, July 13 at 1:00 Eastern.
 - iii. Register here: <https://attendee.gotowebinar.com/register/3790683260267881219>
- b. August: Joe Grasso will give a webinar on quality improvement
 - i. Date/time: Wednesday, August 24 at noon Eastern.
- c. Need to start promoting these, and remember to promote REC track during them.
 - i. REC member will attend the webinars to present a few quick slides about the track at the beginning so we can publicize the conference track to all the attendees. Robyn will attend the July webinar Jodi or Tina will attend the August webinar.

7. In-person REC Meeting at CFHA Conference

- a. We will brainstorm what REC can do to address action items resulting from the APA Integrated Primary Care Alliance Meeting.
- b. We will also brainstorm how CFHA as a whole can work to conduct rigorous research and evaluation on integrated healthcare.
- c. Tina: If we put together a list of things we discussed at the last in-person meeting that have since been implemented, that will help remind REC members of our potential and get the creative juices flowing.
 - i. **Action item: Revisit our list of ideas from last year's in-person meeting.**

8. Next committee meeting: Thursday, August 4 at 1:00pm Eastern