

**Research and Evaluation Committee (REC) Meeting  
Minutes  
September 1, 2016**

**Attendance**

voting members (year term started)

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

1. Approved August minutes
2. Updates Regarding 2016 CFHA Conference
  - a. Subcommittee on increasing engagement with posters at conference (Stephanie)
    - i. Linking posters with presentations
      1. Polly has the presentation/poster matches CR identified and the contact info for the presenters. Jenna is creating slides to send to the presenters who are paired up with posters. We'll ask them to insert the slides at the beginning to show before the session while attendees are wandering in and taking a seat.
      2. **Action item:** Jenna will send the slides to the presenters, and send a reminder about including the slides once it gets closer to the conference.
      3. Another marketing approach will be to set up a beacon for push messaging within the conference app so it pings people who are in a certain area. We can also send messages to everyone who downloads the app.
      4. **Action item:** CR and Patti will draft the messages to send to (a) everyone who uses the app and (b) people walking near certain presentations/posters.
    - ii. Assessing posters
      1. We are going to take stock of the posters (e.g., category/type) to inform what type of poster awards we might want to offer in the future.
      2. We want to have 1 person from the poster subcommittee and 1 person from the REC at each poster session (2 on Friday, 3 on Saturday).
      3. Tina created a brief evaluation form for the volunteers to complete. There should be wi-fi access in the poster area so we will create an online form. We will also have paper forms available at the registration desk as a backup.
      4. **Action item:** Tina will program the online form and also send the document file to Jackie to print out so we have copies at the registration desk
      5. **Action item:** Robyn will send out a link to a website showing the timeslots we need volunteers for. Please sign up if you are willing to help evaluate posters.
      6. **Action item:** Polly/Jenna will assign a conference volunteer to get a quick head count at each poster session.
  - b. Advertising our research work at the conference to the REC
    - i. We are compiling a list of empirically-based R & E presentations (besides the REC Track) being given by REC members to be distributed to REC in early October.
    - ii. Robyn emailed to request this info in August.
    - iii. **Action item:** Send [Robyn.Shepardson@va.gov](mailto:Robyn.Shepardson@va.gov) an email with title, author, date/time of your research/evaluation presentation/poster if you haven't already.
3. Training in Research and Evaluation Track at 2016 CFHA Conference
  - a. Marketing plan
    - i. We planned to add a brief announcement to CFHA conference page on continuing education, but Polly having to wait for CE approval. Any other ideas from Polly?
      - a. **Action item:** Jackie will build this webpage including our announcement.
    - ii. We will send targeted emails to the CFHA listserv about the topics/skills addressed in our track. Robyn sent this out on 9/1.
      - a. **Action item:** Robyn to send email out again on 9/15 and 10/3.
      - b. **Action item:** Polly will have the conference communication team include an announcement regarding the track in their upcoming targeted email blasts.
    - iii. Tina noted it is hard to tell that the 2 two-part REC talks are in fact two parts of the same presentation, not two different presentations.
      - a. **Action item:** Jackie will add some clarification in the online program.

- iv. We have decided to forego the technical assistance luncheon for a variety of reasons, most centrally its timing in the conference.
  - a. We can discuss other avenues through which we could deliver technical assistance in the future (e.g., 15-minute “Quick Notes” at the end of each monthly meeting). We’ll add this to the agenda for the in-person meeting.
  - b. After the conference, we will need to evaluate the feasibility of offering REC track content in the 45-minute presentation format, looking ahead toward the 2017 CFHA Conference.
- v. Additional marketing opportunities: videos, announcement at conference
  - a. Pokemon Go: Stephanie and Jeff discussed ideas for fun videos and came up with a concept.
    - i. **Action item:** Stephanie to film the video this weekend and send to us to review. We will then get the video to Polly so it can be shown during the Friday morning plenary session.
  - b. Jodi has another idea for a marketing video featuring pets as a backup plan. We can save this for next year if we don’t use it this year.
  - c. Other idea was promotion via Twitter

#### 4. REC Leadership Positions

- a. Leadership positions opening up for next year: Co-chair, Secretary, 2 voting members
  - i. Nominations due by Friday, Nov. 4 to allow for election in mid-November.
  - ii. Self-nominations or nominations by others are accepted. If nominated by others, we will confirm willingness to serve with the nominee.
  - iii. We will take nominations by email to [Robyn.Shepardson@va.gov](mailto:Robyn.Shepardson@va.gov)
  - iv. We can discuss more at the in-person meeting. We are happy to answer questions about the leadership positions and what they entail.
- b. Co-chair position
  - i. Co-chairs serve two-year staggered terms. Incoming co-chair will work with Tina, with Tina taking the lead in 2017 and the other co-chair taking the lead in 2018.
  - ii. Co-chairs must have served on the REC in the capacity of voting member prior to appointment as chair, unless no voting members wish to be nominated as Chair.
  - iii. Co-chairs will be responsible for developing committee meeting agendas and guiding completion of committee responsibilities.
- c. Secretary
  - i. This position is appointed by the co-chairs.
  - ii. Term is a one-year calendar year appointment (January-December).
  - iii. Responsibilities include: attend all REC meetings; take meeting minutes; send out meeting agendas and reminders to REC; distribute minutes from prior meetings.
  - iv. Often an early career professional but open to anyone.
- d. Voting members – 2 spots will be open
  - i. Current CFHA members with a professional history that includes some aspect of research and evaluation, including but not limited to: clinical research, quantitative or qualitative evaluation, or health measurement within an integrated care system.
  - ii. Term is 2 years and follows calendar year appointment (January – December).
  - iii. Voting members whose terms are expiring can be nominated (or self-nominate) to be elected to another term.
  - iv. Responsibilities include: regularly attending REC meetings (at least 75% of meetings), voting on issues as needed, participate in review and scoring of REC fellowship proposals, participate in abstract review for CFHA Conference presentations, support efforts of CFHA to improve the integrity of research and evaluation related to integrated care

- e. Discuss Board liaison (per bylaws one voting member serves as a liaison between the board and the committee)
5. REC-sponsored CFHA webinars
    - a. Thanks to Joe Grasso for presenting an excellent webinar, *Quality Improvement in Integrated Care: A Practical Introduction*, on August 24.
    - b. There were over 50 attendees!
    - c. For slides: <http://www.cfha.net/?page=WebinarArchives>
  6. 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. We will take questions regarding leadership positions for the committee.
    - d. **Action item:** Tina is working on an agenda for how to focus the in-person meeting.
  7. **Next committee meeting is in-person at the CFHA Conference in Charlotte on Saturday, Oct. 15 7:30-8:30am. Location TBA. We hope to see many of you there!**

## **Review of ideas from last year's in-person REC meeting at the Conference**

1. ***New ideas we acted on this year:***
  - Plans to increase traffic to poster sessions
  - Sharing relevant articles in the field via our listserv – goal is to help members identify current directions and gaps in the literature
  - Offering individualized R&E mentoring at the conference with interested attendees (trial lunch this year)
2. ***Ideas we haven't acted on yet:***
  - Establish a R&E clearinghouse to connect potential collaborators (other researchers as well as clinicians)
  - Mentoring: follow up with attendees at R&E Training Track presentations re: needed support and whether they implemented what they learned
  - Provide conference time for mentored early career professionals to share what they worked on (e.g., data blitz), possibly follow with a social opportunity
  - Provide info on grant writing and funding sources
  - Increase REC presence on social media (blog posts, CFHA Facebook page)
  - Plan creative marketing approaches for REC and R&E Training Track (e.g., video teasers pre-conference)

### Other notes from our brainstorming at last year's meeting

Idea of having a clearinghouse → connect researchers/people, enhance collaborations among committee members

And/or list of research articles to keep up to date with each other's work

#### Mentorship

One idea would be to identify individuals who are attending sessions for research and evaluation track and follow up with them after the conference a few times by phone to give support about carrying out a project, implementing what was learned during the conference, etc. Identify gaps in the literature and discuss these with ECPs

CFHA already has set up mentorship program for ECPs, one way to add to this would be to give these teams time (e.g., data blitz) during the conference to present on what they worked on, maybe a 30 minute social after to let people continue to discuss

Our committee members could also serve as mentors as part of this program

#### Social activities- listserv/blog

Something dedicated to learning more about grant funding sources in the area of IPC, and/or to learning more about grant writing

Opportunities to collaborate with clinical partners, other researchers

#### Conference specific ideas

Might be useful to have a post-conference forum where we could think about the common themes that emerged from the conference

Committee call? Webinar? Blog?

Video teasers for research presentations akin to something that was done at SBM a few years ago that would be sent out before the conference

Change to electronic poster format in future conferences?

Putting posters just outside of session rooms instead of putting them all in a separate room and showcasing them throughout the conference

Can the conference sessions be organized in a way such that we are thinking about what the research questions are and then tying a number of projects together that answer that question

Sharing articles with the membership that are hot off the press (identifying these articles could be a regular staple of our monthly meetings)

Could rotate a point person on the committee who brings these articles to the meeting (monthly or quarterly?)

Would also be good if we could link this with gaps in the literature

Maybe some of the mentor/mentee dyads could take some of these months

Maybe use some crowdsourcing where we put this call out to the committee and ask what the hottest articles in the field are right now

Ben Miller is doing something like this where he posts articles hot off the press to his twitter feed