

MINUTES
New Mexico Cancer Council – Rural Health Equity Workgroup

Date: Friday January 25th, 2019

Time: 3:00 PM-4:30 PM

Location: New Mexico Cancer Center, Main Conference Room, 4901 Lang Ave NE, Albuquerque, NM

Participants: Angela Meisner, Jess Quiring, Cyndi Blair, Deb Openden, Yan Lin, Amy Gundelach, Renata Hartman, Joseph O'Dell (Zoom), Patricia Torn (Zoom).

Agenda Items

- I. The workgroup reviewed and approved the minutes from the meeting on November 30th.

- II. The workgroup reviewed the on-going Action Items:
 - a. Administrative
 - i. Angela will work on getting minutes and agenda for meetings completed two weeks prior, to be uploaded to NM Cancer Council site.
 - ii. Joseph will add “opt-out” statement to all workgroup emails.
 - iii. Jess completed setting up the dropbox
 1. Emails were sent to workgroup members—all members reporting receiving the emails/notifications
 - a. No problems to report
 2. Minutes, agendas, and other relevant documents will be added to dropbox, in PDF format, for workgroup member use
 - a. Clarification: all members can upload and download documents to/from the dropbox
 - iv. Quorum: workgroup discussed and voted on official workgroup quorum rule.
 1. Official rule will be: majority rules for those in attendance, rather than official quorum number of attendees.
 - v. NM Cancer Council workgroup discussion tool was completed by the group and transcribed by Joseph.
 1. Jess questioned if all workgroups were completing this? Joseph and Deb confirmed that all workgroups are completing this.
 - a. Answers will be included in NMDOH Comp. Cancer Year 2 report to CDC.
 - b. Outreach to Stakeholders and Other Interested Parties
 - i. Renata debuted/presented the 2 versions of the REDCap survey; one for stakeholder use and second for workgroup member use
 - ii. Suggestions made during presentation
 1. Stakeholder survey
 - a. Changing question #4 to a checkbox

- b. 4a. "times" is a type; change to types
 - c. Change 5 to a check box?
 - d. 8. Changes navigation to navigators, to keep uniformity among responses
 - e. Lots of discussion around survivorship question, #9. Purpose of the question, what kind of answers will we get.
 - i. Group decided on rewording 9c. *insert wording here*
2. Workgroup member survey- scripted survey
- a. Step 1.- clean up last 3 prompts. Repetition of voluntary survey, is now a good time, etc.
 - b. Step 2.- shorten info on cancer council. Group agreed it's too much to read over the phone in the scripted version
 - i. Either rewrite and condense
 - ii. Add a question about would they like to learn about it? Make it prompt if the interviewee asks.
 - iii. Add an option to insert email of interviewee to email the cancer council stuff
 - iv. Keep last paragraph starting with, "using the info from interviews..."
 - c. Step 3.- remove voluntary questions phrase when asking if they would like to complete over the phone or email. Voluntary statement has already been mentioned
 - d. Group discussed changing questions #4 and #5 to check box. Or list format to read to interviewee.
 - e. Change question #8 option to navigators from navigation to keep consistency
 - f. Group discussed similarities/repetitiveness of questions #4 and #7.
 - i. Jess clarified there is a difference
 - g. Group discussed adding, "please check all that apply" or similar phrase to all checkbox questions.

III. Announcements and Open Discussion

- a. No announcements

IV. Action Items for February 22nd, 2019

- a. Make edits to REDCap surveys

V. Future Meeting Dates
2019- 4th Friday of every month