

**MINUTES**  
**New Mexico Cancer Council – Rural Health Equity Workgroup**

**Date:** Friday March 22<sup>nd</sup>, 2019

**Time:** 3:00 PM-4:30 PM

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

**Participants:** Joseph O’Dell, Angela Meisner, Jess Quiring, Vicki Nakagawa, Amy Gundelach, Leslie Byatt, Karoline Sondgeroth (Zoom), Yan Lin (Zoom) and Cyndi Kratzke (Zoom)

**Agenda Items**

- I. The workgroup reviewed and approved the minutes from the meeting on February 22<sup>nd</sup>, 2019.
  
- II. The workgroup reviewed the on-going Action Items:
  - a. Administrative
    1. Angela is working towards completing meeting agendas 2 weeks prior to meetings
    2. Angela and Jess will ensure minutes and agenda are uploaded to dropbox
    3. Jess will ensure Karoline and Cyndi are added to dropbox
  
  - b. Outreach to Stakeholders and Other Interested Parties
    - i. Directory
      1. Jess reiterated to workgroup she has internal directory of stakeholders
        - a. Jess asked workgroup members to update her on anyone they are interested in being part of the workgroup or participating in the survey
  
    - ii. REDCap
      1. Workgroup chairs gave an update on the community assessment survey; survey has been revised and finalized
      2. Workgroup chairs ask workgroup members to practice the survey, the phone survey in particular
        - a. Angela will send links to both the phone survey and the email survey, as well as a paper copy of the call script and survey questions
        - b. Practice period ends April 1<sup>st</sup>; all entries after April 1<sup>st</sup> will be kept
        - c. Workgroup chairs stated the survey content is final but if there are edits or suggestions to submit those
      3. Workgroup chairs clarified to workgroup there are three versions of the same survey, titled as such:

- a. Email survey- REDCap version that link is emailed to participant to complete on their own
  - b. Phone survey- REDCap version where workgroup members calls participants and conducts survey and enters results online into REDCap
  - c. Paper survey- includes the same script as phone survey but results are manually written and entered into REDCap at a later time
    - i. Workgroup members can enter results into REDCap on their own OR send survey results to Angela for entry
4. Angela will serve as the point of contact for technical questions and Jess will serve as the point of contact for general workgroup questions
  5. Renata will complete the following by April 1<sup>st</sup>.
    - a. Template email for workgroup members to use when emailing email survey
    - b. Cover sheet for paper copy—this will include the same introductory information that is in the phone REDCap survey
  6. Workgroup discussed how to prevent duplication of outreach
    - a. Discussed option included dropbox list, google sheet, shared drive or flagging users in REDCap.
    - b. Group decided once per week Angela will pull report from REDCap of who has completed the survey and post the list if completed participants on dropbox
      - i. Angela will reach out to Joseph and/or Jess for help if needed.
  7. Workgroup discussed what the target goal for # of participants
    - a. Workgroup answer = as many as possible
  8. Workgroup clarified the survey is meant more for professionals and lay-professionals, but patients could complete the survey
  9. Email survey should take 10-15 minutes, while the phone/paper survey could take up to 30 minutes
  10. Cindy K. asked if the “readability” of the survey was assessed
    - a. Answer was no, but based off intended audience readability should be sufficient

### iii. Map

1. Map is on hold till results of community assessment survey is near-complete or complete
2. Workgroup discussed including the finished maps in the ACC directory
  - a. Based off DOH fiscal year + ACC timeline, goal would be for inclusion in the 2021 directory (DOH FY21)
  - b. Leslie mentioned October deadline for inclusion in the following years directory

- c. Workgroup discussed including a marketing piece or call-out for info in the 2020 directory
    - d. ACC review will be added to the RHE to-do list under collaborative projects
  - 3. Leslie will send an Excel file of ACC directory listings to Angela, for Yan's use
  - iv. Regional snapshot
    - 1. Amy and Leslie asked for further explanation of this project
      - a. Angela explained they are sheets about cancer burden in NM and/or in certain communities
      - b. Meant for either researcher or patient use
      - c. NMTR and DOH data will be used to show burden of cancer
        - i. Frontier vs rural vs urban
        - ii. Show different populations
      - d. More guidance will come after completion of community assessment survey
  - v. Collaborative projects
    - 1. Joseph mentioned Patricia's potential CME project, changed significantly since proposed and is already completed this fiscal year
      - a. This will be marked as complete
    - 2. ACC directory review will be added to this section of agenda

### III. Announcements and Open Discussion

- a. Karoline mentioned a Health and Human Services Medicaid Project with some overlap of RHE activities
  - i. Project is being conducted by an information/technology group creating a database
  - ii. Karoline will share any info she has with Angela and Jess
- b. Joseph mentioned some emails on the email list, are no-longer working and wanted clarification from workgroup chairs on action to be taken for non-working workgroup members emails
  - i. Two examples are: Carmen Olguin (it is known she is no longer with organization) and Sheri Whitley
  - ii. Amy G. stated Fran Robinson has retired and could be removed from contact list
  - iii. Jess asked Joseph to share non-working workgroup member emails with her

### IV. Action Items for April 26<sup>th</sup>, 2019

- a. Jess will add Karoline and Cyndi to dropbox
- b. Leslie will send Excel file with ACC directory entries to Angela & Yan
- c. Please list Patricia's CME project as completed
- d. Joseph will share ZOOM info with Jess—Joseph gone for 4/26 meeting
- e. Karoline will share HHS Medicaid project info with Angela and Jess
- f. Workgroup members will administer the REDCap survey

- g. Angela will update list of survey participants to dropbox on a weekly basis starting April 8<sup>th</sup>?
- h. Angela/Jess will upload the following documents to dropbox
  - i. Minutes from 2.22.19
  - ii. Minutes from 3.22.19
  - iii. Paper survey
  - iv. Email template
  - v. Paper survey cover sheet

V. Future Meeting Dates  
2019- 4<sup>th</sup> Friday of every month