

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

**Date:** Friday October 25<sup>th</sup>, 2019

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

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

**Participants:** Jess Quiring, Angela Meisner, Joseph O’Dell (zoom), Vicki Nakagawa (zoom), Isela Garcia (zoom), Patricia Torn (zoom)

Agenda Items

- I. The workgroup reviewed and approved the minutes from the meeting on September 27<sup>th</sup>, 2019.
  
- II. The workgroup reviewed the on-going Action Items:
  - a. Administrative
    1. No email communication issues
    2. Isela Garcia introduced herself to the group- she is the program manager at the cancer outreach core at NMSU
      - a. Isela was added to dropbox during the meeting.
    3. Joseph did not have notes of the webinars he attended in August, so the group decided to double check to see if the links were live for the recorded webinars and then re-share links and to post on dropbox
    4. Angela is going to add her survey response powerpoint on dropbox
    5. Group completed the workgroup action tool for 2020
      - a. Group reviewed all 9 goals with corresponding objective from the proposed 2018-2023 cancer plan
        - i. Group chose goal 7 with objectives 7.4 and 7.1
    6. Workgroup will complete the 2019 interview during the November meeting
    7. Group reviewed the CSNM 2010-2011 survey—group noted similarities in the survey and the responses but did not extract any data from the survey responses.
  
  - b. Outreach to Stakeholders and Other Interested Parties
    - i. REDCap
      1. Still live—will continue to be live till further notice
      2. Next steps include: targeting counties that we do not have responses from
        - a. Find people in those counties using either the ACC directory or contact DOH personnel

- i. Joseph will find outreach email to potential participants and modify it for use for health promotion specialists. JO will share it with workgroup chairs for their approval and JO will send to all health promotion specialists in NMDOH
    - 3. Cindy has tried to reach out to various health council, with no success to date. Will try again
    - 4. Jess has tried to reach out to Susan Wilger with the National Center for Frontier Communities. Will try again before handing it off to someone else
    - 5. Isela will reach out to Martha Garcia with ACS in El Paso and will get more info on extension offices/agents
    - 6. Vicki will complete her outreach in Las Vegas and Clovis
    - 7. Joseph's, Julie's and Jess's list are completed
    - 8. Angela will reach out to Jeff Diamond
    - 9. Patricia can start to work on her list, with help from AM & JQ.
      - a. They will coordinate with each other
    - 10. JO will send survey links to Vicki, Isela and Patricia
    - 11. Renata/other NMTR intern(s) will continue to update survey respondents list on Monday
  - ii. Map
    - 1. Cindy, Angela and Yan will meet before the November meeting to discuss map and to create a draft of the SE region
      - a. Group has excel doc from ACC directory
  - iii. Regional snapshot
    - 1. N/A
  - iv. Collaborative projects
    - 1. N/A
- III. Announcements and Open Discussion
  - a. Group discussed new meeting date or time. AM & JQ will discuss their options for 2020, then share those options with joseph.
    - i. Joseph will send survey monkey to workgroup for their responses.
    - ii. Jess mentioned timeliness is key for reservation of necessary rooms/technology; i.e., Cancer center conference rooms books quickly
- IV. Action Items
  - a. Joseph will send action tool to AM & JQ
  - b. Joseph will share webinar links
  - c. Joseph will share survey email to AM & JQ for their approval to be shared with DOH health promotion specialist
  - d. Joseph will send survey links to patricia, vicki and Isela.

- e. Angela, Yan and Cindy will meet and create draft map of SE region
- f. Angela will post survey response powerpoint to dropbox
- g. Workgroup participants will continue to do outreach

V. Future Meeting Dates:  
November 22<sup>nd</sup>

**NO MEETING IN DECEMBER**

Workgroup needs to follow up on all respondents of the survey regarding their interest in the workgroup

- a. Those who selected active and semi-active need to be crosschecked for prior membership and then added to the email list

- i. Non-active list needs to be archived for future use

- ii. Do not respond need to be archived so group does not reach out to them

Deb suggests we individually respond to all participants of the survey and thank them for their contributions. In the same response inform them the survey is still live and to share it with whomever they believe could be of help