

**APHA Affiliate Capacity Building Initiative:
Advisory Committee Meeting Summary
Conference Call
August 13, 2007**

Advisory Committee Members:

Barry Bass, MSW
Bernard Weintraub, MPH
Bobbie Berkowitz, PhD, RN, CNA, FAAN
Edwin Marshall, OD, MS, MPH
Elizabeth A. Zelazek, RN, MS
James Nelson, MS
Marc Hiller, DrPH
Paul Meissner, MSPH
Tom Quade, MA, MPH
Walter Tsou, MD, MPH

APHA:

Alan Baker, MA
Susan Polan, PhD
Regina Davis Moss, MPH, CHES
Catherine Henze, MPH
Kimberly Moore, MHSA
Kaitlin Sheedy

Policy and Research Group:

Tara Townsend, PhD

Not Present:

David Corbin, PhD
Jan Wallinder, RN, MSN
Olivia Carter-Pokras, PhD

The meeting was called to order at 3:05 p.m. EDT.

Welcome and Roll Call

Catherine Henze, Deputy Director of Affiliate Affairs, conducted the roll call and welcomed Advisory Committee members.

Proposal Reviewers

APHA discussed the nominations and recommendations for proposal reviewers with the Advisory Committee. APHA received 33 proposal reviewer nominations from Conference of Emeritus members, past Affiliate leadership, and APHA's counterparts from Michigan State University and University of South Carolina involved in the Kellogg Collaborative. The Advisory Committee recommended to accept 25 reviewers based the nomination forms and APHA's recommendations.

APHA Affiliate Capacity Building Initiative Evaluation Plan and Tools

In July, Policy and Research Group (PRG), contracted evaluator for the APHA Affiliate Capacity-Building Initiative, provided drafts of the evaluation plan and tools for APHA and the Advisory Committee to review and make suggested changes. Tara Townsend, PhD, of PRG was on the conference call to briefly summarize the evaluation tools and provide time for questions and comments. Once PRG finalizes the evaluation plan and tools, they will submit the materials to their IRB for approval.

Application Review and Selection Process and Timeline

Catherine Henze reviewed with the committee the proposal review process and tentative timeline, including their role in the process.

Advisory Committee Meeting Timeline

APHA and the Advisory Committee discussed the timeline of meetings for the remainder of 2007. Due to conflicts with holidays and the annual meeting, the November conference call was rescheduled for Monday, November 26, 2007 from 3:00 – 4:30 pm ET. Additionally, the meeting scheduled for Monday, December 10, 2007 will be a tentative conference call instead of an all-day meeting at APHA headquarters. The meeting frequency and dates for 2008 will be discussed during the November or December conference calls.

Action Items

- APHA will provide the reviewer evaluation tools to the Advisory Committee for their feedback after the Friday, August 17, 2007 grant application deadline.
- The Advisory Committee promptly will review and provide feedback on the reviewer evaluation tools.
- Upon receiving grant applications, APHA staff will evaluate that each grant application is complete and fulfills all the eligibility criteria.
- APHA staff will notify selected reviewers and hold a series of reviewer orientation and Q&A calls.
- APHA staff will assign three reviewers to each grant application.
- APHA staff will package and ship by Friday, August 24, 2007 the grant applications and reviewer evaluation tools to their corresponding reviewers.
- APHA must receive the reviewers' evaluations by Monday, September 17, 2007.

The next conference call is scheduled for Monday, September 24, 2007 at 3:00 – 4:30 p.m. ET.

The meeting adjourned at 4:15 p.m.