

SOUTHERN PLAINS INTER-TRIBAL EPIDEMIOLOGY CENTER
Advisory Council Meeting
MINUTES

Location: Oklahoma State Health Department, 11th Floor Conference Room
Monday, April 7, 2008 – 2:00-4:00pm

Members present: Tom John, Mickey Peercy, Rhonda Butcher, Bonnie Stephenson, Dale Keel, Dr. John Farris, Judy Goforth Parker, and Rodney Stapp

Staff Present: Allan Harder, OCAITHB Executive Director; Leslie Clinkenbeard, SPIEC Director; Melinda Frank; SPIEC Epidemiologist, Diana Cournoyer; Training and Intervention Coordinator, and Loren Tonemah; Office Manager

Meeting was called to order at 2:03pm.

Invocation: Allan Harder, OCAITHB, Executive Director

A motion to seat Dr. Judy Goforth Parker as the Tribal Elected Official to the advisory board was made by Rhonda Butcher and seconded by John Farris.

A motion was entertained to have the officers slated for the Health board to be consistent with the officers slated for the Epi Center by Mickey Peercy, and seconded by Rhonda Butcher

Tom John was installed as the Southern Plains Inter-Tribal Epidemiology Center Advisory Board Chairperson, seconded by Rhonda Butcher

A motion was made to accept the amendment to the by laws to move the meeting date from after the Health Board to the Monday previous. It also gives the council the option to use alternate days due to holidays by Mickey Peercy, and seconded by Rhonda Butcher

Approval of minutes 01/08/08 – Motion was made by Rhonda Butcher, seconded by John Farris

Financial Report –

Rhonda Butcher reported on the account balances of the epi center's three grants. The epi center budget, the TECC budget, and the Health Disparities budget.

- **Epi budget:**

We were awarded funds from IHS with some carryover with plans for expenditure that were determined during the last epi meeting (01/08/08). After reviewing the epi budget, it appears we are on track to spending the remaining budget down, including the hiring of new staff (data analyst). It appears that we have 6 months to get someone hired, or come up with an alternative.

- **TECC budget:**

We really had to push for expenditure for those funds. Which we have to have a little balance, since the federal funds takes a little while to get to the office. . This carryover balance will give the epi center a buffer to work on during the transition between fiscal periods.

- **Health Disparities:**

It is also on track.

Leslie Clinkenbeard reported that the end of the award period for TECC will be ending soon. There was a combined total from YR2 and carryover funds from YR1 and have spent a majority of the funds. We will have a remaining balance that can be used as a buffer as stated by Rhonda Butcher, however; we are still trying to spend, we just haven't gotten to the point of spending it yet.

A majority of the epi center budget is for a staff position for a data analyst, which has not been hired yet. If it comes to where we can't hire someone within that time period, we will have to talk to Albuquerque to try to reallocate those funds.

Albuquerque really doesn't want any carryover funds at the end of the award period. If there are carryover funds, then there is the potential to lose a proportion of the new budget amount.

Selina Keryte stated that the continuation renewal for 2008-2009 that will be coming out next week (the week of April 14th). The amount will be reduced by 10%. The continuation application is due June 1st.

Leslie stated that she is working on the continuation application for the Health Disparities grant, which is due May 23rd.

Leslie also stated that the funding for year 3 of TECC will also be reduced. This is happening across all epi centers.

A motion to accept the financial report was made by Rhonda Butcher, and seconded by Mickey Peercy.

Director's Report – Leslie Clinkenbeard, Director of the Epi Center, presented the report. The following major activities/issues/updates were presented/discussed:

Special Grant Conditions that was released on March 25th, 2008, notice of award. Leslie wanted to make everyone aware that this was released, and opened up the floor for discussion.

The epi center is working on developing a letter of introduction that will include who we are, what we do, and what we can do for the individual tribes. We are also working on a new brochure that will have staff bio's, project descriptions, etc. We also have an

information packet that can be distributed when visiting the tribes, or sent through the mail.

The epi center has been working on getting organized and efficient, because we are growing. Since Leslie has come on in November, there have been five new staff members. There is also a new position for a data analyst. In order to get organized the epi staff has identified their specific field of expertise.

We have been working on the website, making improvements, and adjustments. We are also trying to get as much tribal input as possible to put on the website. The epi center is working on putting a health awareness section on the website as well. People could visit the website and see the current trends for a particular season.

Over the last three months, the staff have participated in the Cherokee Nation Cancer Summit, the Fetal Alcohol Spectrum Disorder Conference, and we will be doing some RPMS training. Melinda will be going to the epi summer institute in Portland. Courtney will be going to GIS training at the University of Oklahoma. Sydney Lee will be going to the CDC for the public health training. We also have staff attending the weekly surveillance meetings through the state.

Since the last quarterly meeting we have submitted two grant applications. One for the CDC conference grant, and one for the public health preventions specialist. We are waiting to hear back on the award notice for both grants.

In partnership with the Oklahoma City Area Office - Division of planning and partnership we put on a data into action conference, with about 75-80 participants. It was a great success.

We've been out to see 8 tribes since January, and all 8 tribes are working with us for the data sharing agreements. Melinda Frank is in the process of putting together tribal portfolio's for each tribe that is visited that will have comprehensive information.

TECC

TECC is in the second phase of funding, it ends on May 31, 2008. Courtney has been working on finalizing the injury toolkit that will be available for distribution on May 1st, 2008, at the inaugural Injury Prevention Summit that will be held at the Cox Convention Center in Oklahoma City. Courtney helped put together a health promotion disease prevention summary report. She will be reworking the draft, and will be sending it out to everyone that was invited to participate in the survey.

As soon as we hear about the phase 3 funding, we will pass that information along.

Health Disparities

Robin Kinnard is the project coordinator of the health disparities grant. She has a meeting with the state almost every week. She works with the cancer division, and the communicable disease division. She is also working on data sharing agreements. She is also working with IHS, and IRB to get approval as well.

One part of the grant states that we need to be creating clear pathways for public health for Native Americans. Sydney Lee has applied to the college of public health, and she will be working there to fulfill that portion of the grant.

The Cultural Awareness training is awaiting IRB approval to go forward.

The epi center is in the process of working on an Adult Tobacco Survey (ATS), and will be working with the College of Public Health as well as the Oklahoma Tobacco Research Center.

The Addiction Technology Transfer Center (ATTC) would like us to partner with them, and develop a curriculum for substance abuse training modules that can be used out in the field.

We have been approached by the Oklahoma State Department of Health to work together on sexual assault and domestic violence project. More information will be coming.

Resolutions:

1. ~~Resolution 2008-10~~ **Reducing Prenatal Exposure to Alcohol & Other Co-Occurring Risk Behaviors in the Pre-Conception Period**
2. **Resolution 2008-11 State Epidemiology Outcomes Workgroup**
A motion to approve Resolution 2008-11 was made by Mickey Peercy, and seconded by Rhonda Butcher.
3. **Resolution 2008-12 CDC State-Based Oral Disease Prevention Program**
Reserved for the Health Board meeting.

A motion to accept the Director's report was made by Rhonda Butcher, and seconded by Rodney Stapp.

Membership Reports:

- Choctaw Nation Mickey Peercy:
 - Moving forward on Community Health Profiles.
- Citizen Band Potawatomi Nation Rhonda Butcher:
 - Nothing new to report, still working on Community Health Profile's
- Chickasaw Nation Tom John:
 - They have the proposed draft of the data sharing agreement to their legal department for review. Hopefully by next quarter he will have a document.
- Rodney Stapp:
 - Working on the budget restoration project. If you go to NCUIH.org, you can show your support for the restoration of the urban budget.
 - Attempting to put RPMS to about 20 urban clinics nationwide.
 - Finished up a clinic remodel in Dallas.
- Judy Goforth Parker:
 - TLDC had their conference call, every area was able to have their consultation. There was quite a majority vote to keep everything as is. That will go for a recommendation to TLDC.
 - On the Agenda for the May 13-14 meeting in Washington, DC, there is the topic of the carryover. She was able to bring what Oklahoma recommended.

- IHS-OCOA Dale Keel:
 - Looks forward to working through the data sharing agreement issue.
- John Farris:
 - No Report

A motion to adjourn was made by Dr. Judy Goforth Parker, and seconded by Dr. John Farris at 3:15 pm.