**Equity Institute Project**

**Meeting Notes**

**Meeting Notes:** Equity Institute Project

**Date:** Friday, September 23, 2016

**Address:** 275 Beck Ave., Conference Room 1

**Time**: 12:00 – 2:00 AM

**Notes Taken by:** Susan Whalen

Attendees: Meileen Acosta, Loretta Calloway, Nancy Calvo, Janice Cueva, Ciara Gonzalves, Lakethia Lake-Pascua, Susan Whalen, Danita Taylor, Jewel Fink, Jennifer Preciado

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| **Agenda Item** | Notes | **Action Steps** |
| 1. **Welcome/Introductions/Announcements** |  |  |
| 1. **Review Notes from the 8/15/2016 Equity Institute Meeting** | Group reviewed notes from previous meeting – no changes. |  |
| 1. **Share Information from CityMatCH Conference Call** | Monica Beltran shared the “Ready, Set, Go” framework. Year one of the project includes looking at data and building community partnerships.  Data challenges were discussed. Due to the relatively small number of infant deaths in Solano County, Carol Gilbert suggests following up the 2005-2009 analysis of Perinatal Periods of Risk by doing a Phase 2 analysis. This could include looking at disparities in birth certificate data elements including birth spacing, smoking, marital status, prenatal care, education, and age, and calculating attributable risk. Carol suggests that the community be involved in selecting the reference group. Then we can share the data with the community, with Carol suggesting: Phase 1 analysis to be shared in one meeting, Phase 2 to be shared in a second meeting, several meetings on attributable risk, and then begin discussing strategy selection thereafter.  Next month CityMatCH will have a webinar about “Check Box”, the data collection format we will be using. By next month we should determine who will be entering the data.  CityMatCH will be coming to Solano for a site visit in 2017. The Solano Equity Institute Team needs to select a date for site visits.  Discussion was had re: transferring the Equity Institute Project meetings into the community. Meetings should be held outside of working hours, at a location accessible to the local community. Cohort teams are discouraged from having separate meetings from the community meetings, as there is too great a tendency for the internal group to make decisions without sufficient community input. | Susan and Lakethia will identify dates for a CityMatCH site visit in April-May 2017. |
| 1. **Complete 100 Partners Exercise** | Group completed the exercise. Partners suggested will be merged with those identified by the away team in Minneapolis. Different members will contact identified partners to solicit participation in the EI Project. |  |
| 1. **Discuss draft Equity Institute workplan** | Meileen will work on completing the Phase 1 & 2 analysis for Perinatal Periods of Risk (PPOR). Group will meet again to discuss results in December and plan first community meeting. Using the Joseph Room at the Vallejo Library was suggested – first meeting tentatively from 5 to 7 pm on a Tuesday or Thursday in January.  Suggestion was made to provide information about equity work in a visual format, similar to the Social Determinants of Health graphic. Jewel suggested looking at the materials produced by Brown Miller for the ET2 Project, to get ideas on ways to visually present out story. The ET2 Project also spent $1200 to show pre-show movie ads in the Vallejo theaters.  Group requested a flyer about the Equity Institute Project to share with other potentially interested partners, and talking points. | Meileen will complete Phase 1 & 2 PPOR by November.  Susan will create a flyer about the EI Project.  Jewel will share materials from Brown Miller |
| **Next Equity Institute Project Meeting** | Dec. 2, 2016, 12:00 – 2:00 pm |  |