



UCLA/RAND Center for Adolescent Health Promotion

Center-wide Community Advisory Board (CAB): Guidelines

- 1. Introduction.** These guidelines describe the policies and practices that govern the structure and activities of the Community Advisory Board (CAB). They cover the CAB's mission and activities; composition, leadership, membership size, and terms of service; meeting frequency, location, and format; and the relationship between the CAB, the Center, and the CDC Prevention Research Centers' National Community Committee (NCC).
- 2. Center Mission Statement.** The UCLA/RAND Center for Adolescent Health Promotion is a unique community-based participatory research (CBPR) partnership of the UCLA School of Public Health, the UCLA Department of Pediatrics, the RAND Corporation, and local community partners in LA County. The Center's mission is to conduct prevention research that addresses the needs of children, adolescents, young adults, and their families; builds empowering relationships with community partners in Los Angeles and beyond; and directly benefits communities and/or transforms local, state, and national policies. Our research agenda, established with our community partners, responds to community needs and addresses national, regional, and local health priorities and disparities of youth and their families. We focus on activities that can be incorporated into community practice and that build community capacities. We conduct formative research, secondary data analyses, assessments, interventions, evaluations, and translational research. Our research focuses on health promotion and risk reduction and includes, parent-adolescent communication; sexual health; nutrition, physical activity, and obesity; HIV treatment; parental employment and family leave; alcohol advertising; well-child care redesign; and health care quality. Since the Center's inception in 1998, our primary community has been the South Bay region of LA County – designated by LA County as Service Planning Area 8 (SPA 8) – and particularly the large and diverse South Bay communities of Carson and Wilmington (CW), represented by a CAB. We also have a Youth CAB and strong partnerships with the county and state health departments, Los Angeles Unified School District and other local school districts, individual schools, and agencies invested in the health and well being of adolescents and their families. We draw on these partnerships to respond to CW's needs, implement interventions in community settings across LA County and beyond, and disseminate successful programs and practices both locally and nationally.
- 3. CAB Mission Statement.** The CAB's mission is to partner with the Center in conducting studies and developing programs related to adolescent health promotion, risk reduction, and disease prevention and to enhance community capacities to conduct research and implement programs. CAB member roles include:
 - Helping identify local health priorities and related community needs;
 - Helping maintain close relationships among Center staff, CAB members, and other community partners and helping establish new partnerships;
 - Helping establish the Center's research priorities and agenda;
 - Helping develop and implement core research projects
 - Helping interpret research results;
 - Helping Center staff develop and implement dissemination plans;
 - Identifying opportunities for the Center to provide technical support to CAB members for program implementation and evaluation;
 - Collaborating on the development of training opportunities to enhance community

- capacity;
- Educating Center researchers on community issues;
- Supporting the integration of research findings into community programs;
- Participating in and communicating with the NCC (which represents CABs from all the Prevention Research Centers funded by the CDC) to facilitate information-sharing about promising programs, policies, and interventions; and participating in other collaborative NCC projects; and
- Providing ongoing feedback and suggestions to enhance Center activities.

4. Principles of Partnership. Members share these values:

- Commitment to community-based participatory research that responds to the health needs and related community needs of youth and their families;
- Commitment to high quality, ethical research that is sensitive to diversity issues (gender, age, race, ethnicity, culture, language, sexual orientation, socio-economic status, etc.);
- Interest in building community capacities to be informed users of research and to initiate their own research and evaluation studies.

5. CAB Membership Policies

- a. **Eligibility Criteria:** Membership is open to representatives from local community organizations, school groups, and agencies that share a common interest in improving the health and well being of children, adolescents, young people, and their families, and who support community-based participatory research principles. *Goal: The CAB seeks broad-based representation from diverse groups that serve the South Bay region of LA County, especially the Carson-Wilmington area and provide multiple perspectives about local health priorities.* Membership includes but is not limited to CBOs, government agencies, school districts, schools, social service providers, health department officials, health care professionals, other groups and agencies that provide services and programs for youth and their families, community leaders, parent/guardian representatives, and other interested community members. The CAB's diversity also reflects the multiple venues through which youth and parents can be reached, including schools, parent and youth groups, social service providers, community programs, and recreation facilities.
- b. **Current Membership Policies:** The CAB consists of a core group of member organizations/individuals who are actively involved and who attend CAB meetings regularly. In addition, there are CAB affiliates who do not regularly attend meetings but who serve as an expanded community resource pool as needed. *CAB members can, with approval, send other representatives from their organizations to ensure the continuity of the organization's participation, and share relevant Center data and information with other interested groups and individuals. All members can propose potential community partners to join the CAB in order to ensure the fullest representation of all community constituencies.*
- c. **Terms of Service:** There are no requirements regarding terms of service.

6. CAB Meeting-Policies

- a. **Frequency:** The CAB meets about 3-4 times per year
- b. **Location:** Meetings are held in the Carson-Wilmington area of LA County.
- c. **Duration:** Meetings are two hours long and are held at lunchtime.
- d. **Chairpersons:** Meetings are co-chaired by a member of the CAB (on a rotating basis) with the Center Director or another member of the Center leadership team. Center staff generally handles the meeting logistics (mailing meeting notices and reminders, reserving conference rooms, ordering refreshments, printing meeting materials, etc.) and provide the infrastructure, staff, and resources to support the work of the CAB.

- e. **Meeting Agenda/Format:** In consultation with the designated CAB Co-chair, the meeting agenda is set and mutually defined to reflect both the needs of the Center and the overall community. Meetings include: (1) Center progress reports, project updates, and research highlights; (2) a guest speaker, generally on a topic that CAB members have identified as a priority issue; (3) community news and updates from CAB members; (4) an open forum and new business (e.g., discussion of new project ideas, funding opportunities); and (5) an evaluation form for CAB members to rate the quality and usefulness of the meeting and guest speakers and to suggest future speaker topics and agenda items. Meeting notes and handouts are emailed to CAB members who were absent to keep all informed about Center activities and progress.
 - f. **CAB Subcommittees/Work Groups:** CAB subcommittees and working groups are formed as needed for focused discussions and activities. Established in June 2008 after our CAB-wide Strategic Planning Meeting we formed two standing subcommittees (Community Partnerships and Research) that will meet regularly with the Center leadership team to sustain an ongoing dialogue regarding our short and long term goals for the next five years and beyond.
 - g. **Breakout Groups at CAB Meetings:** When needed, special break out groups are organized at regular CAB meetings to give members an opportunity to discuss particular issues (e.g., to brainstorm ideas for new projects or to provide focused feedback on particular project issues).
 - h. **Meeting Notes and Agenda:** The Center's designated note taker takes minutes at CAB meetings and distributes the minutes to CAB members (present and absent members).
 - i. **Orientation Package for New Members:** New members receive an orientation package about the Center and its mission, activities, projects, and staff, as well as a copy of the CAB guidelines. Continuing members will receive periodic updates about the Center's activities, projects, and staff, and copies of the CAB guidelines as a reminder of the CAB's operating procedures.
7. **CAB Liaison to Youth Community Advisory Board (YCAB).** A designated member of the Center CAB (on a rotating basis) attends the YCAB meetings to facilitate communication and information sharing between the main CAB and YCAB members. The Center's Youth Liaisons who facilitate the YCAB meetings also attend the CAB meetings to keep CAB members informed of the activities and priorities of the YCAB.
8. **CAB Representative to the CDC Prevention Research Centers' National Community Committee.** The Center has at least one designated CAB member who serves as our representative to the CDC Prevention Research Centers' National Community Committee (NCC) to facilitate sharing of information among all of the Prevention Research Centers and their CABs. At least one CAB representative attends the annual NCC meeting and participates in monthly conference calls and other NCC activities. The CAB representative (or alternative) also gives the full CAB and the Center regular progress reports on NCC activities and shares information about promising programs, policies, and interventions that the NCC identifies. The CAB representative also has monthly conference calls with the Center's Community Liaison and Managing Director to keep the Center leadership team informed of NCC activities. The Center staff provide technical and administrative support to the CAB representative to the NCC and host meetings if NCC representatives visit our site to interact with other Center CAB members. The Center Community Liaison also facilitates communication between the CAB and the NCC (e.g., by arranging conference calls or mailings or responding to NCC requests for information about Center/CAB activities and programs).
9. **Center Liaison to CAB Members.** The Center's Community Liaison serves as the primary point of contact between the Center and CAB members to facilitate communication and

support active engagement of CAB members. The Liaison's role is to ensure easy access to Center leadership team, core researchers, faculty, and staff, and to provide timely responses to CAB members' inquiries and requests for information and technical assistance.

- 10. Plans for Reviewing and Refining CAB Guidelines.** The CAB guidelines are reviewed and updated as needed. To do this, the Center's Community Liaison meets with CAB members as a group and individually to review the guidelines.
- 11. Plans for Communication Between the Center and the CAB.** The Center's leadership team is comprised of the Center Principal Investigator (**Robert M. Kaplan, PhD**), the Center Director of Research and Operations (**Paul J. Chung, MD, MS**), the Deputy Director of Research and Operation (**Joan Tucker, PhD**), the Managing Director (**Cindy Hannon, MSW**), and the Community Liaison (**Jennifer Hawes-Dawson, BA**). The Center leadership keeps CAB members informed about Center activities in a variety of ways including mailings, Center newsletters, Center website, phone calls, emails, faxes, meetings, site visits, and participation in community and school meetings and events. For example, we send the CAB members and other interested community partners our biannual newsletter containing research highlights, project updates, and new activities/programs. At every CAB meeting, we provide members with an updated Center brochure describing our current projects and center faculty, staff, and affiliates. Every month, we send CAB members an email with a summary of relevant newspaper articles on topics of interest to our community partners and Center staff.
- 12. Plans to Facilitate Communication and Information Sharing Among CAB Members.** To facilitate information sharing among the CAB members and affiliates, the Center maintains and circulates to CAB members an up-to-date contact list of CAB members, Center staff, and other community partners. This list includes basic contact information as well as a brief description of each person's role and his/her organization's activities. The Center also provides opportunities at regularly scheduled meetings for CAB members to give presentations and share information about their agencies' activities and programs. These activities are designed to enhance the capacity of CAB members and other partners to collaborate and share information and resources.