

Date: 6/20/2016

In Attendance:

VCU: Bruce Rybarczyk, Briana Mezuk, Jeannie Concha, Evanise Lexima, Josh Montgomery

YMCA: Jana Smith, William Thornton, Maria Jose Mejia Ruiz

CAB: Brandy Rollins, Bryan Grande, Margaret Benson, Karen Bunn, Linda Walker, Lauren Gray, Chanel Bea, Clearance Drew

- Jana: Introductions—Big Picture Deck 30 minutes
 - A picture that represents why diabetes management is important to you.

- William: Diabetes Program Overview 20 minutes
 - VCU & YMCA Partnership
 - Statistics on diabetes and prediabetes prevalence
 - Prevalence led the Y to incorporate into the Strategic Plan. YMCA developed & implemented diabetes/prediabetes programs to meet need of prevalence.
 - Program overview of DPP & DCP and goals.
 - Questions: Is membership included? Where do we offer classes? Can a person participate more than once? Can program be offered multiple times at the same site? Retention rate of programs?
 - Data Review
 - Overview of what a referral vs prospect vs participants vs complete
 - Review of referral sources
 - Questions: Doctors refer to program? How do people in the Y learn about the program? Do the Ys operate independently? What are the thoughts on the drop of conversion b/n prospects & participants? How do you reach people outside of RVA? Do you have to go through a provider to be in the program? What languages are programs delivered? What is the FA scale & do Y members also qualify for it?

- Bri: Community Grant Overview 20 minutes
 - Goals: quantitative vs. qualitative, CAB
 - Objectives review (research, student engagement, CAB)
 - RE-AIM framework
 - Data review

- Questions: Tracking other interventions & medicine adherence? How is “stress” evaluated in the program--tangible/intangible? Are we measuring or evaluating data post 6 or 12 months? From data-how is environment, group dynamics, employer group, etc driving data?
- Bri: Function of CAB & Expectations of Board Members 20 minutes
 - Review expectations outlined in letter
- Bri: Timeline of Activities
 - 10/4, 1/10, 4/11
 - Questions: Will this timeline include information back to participants? Who is facilitating the focus groups? How many people in the focus groups?
- Bri: Discussion 10 minutes
 - Draft questions for interview guide in focus groups.
 - Consent agendas for more discussion from CAB rather than VCU/YMCA
 - Request to receive powerpoints from meeting.
- Bri: Wrap Up 15 minutes
 - How do you feel this work will impact your work?

Jana: Group photo

5 minutes