**NC1171 Annual Meeting Agenda**

**October 16-18, 2016**

**Sacramento, CA**

**Sunday, October 16th**

**5:00-7:00pm: Executive Board Meeting**

**Monday, October 17th**

**Breakfast: On your own provided by hotel**

**9:00am-9:30am: Welcome** (Yoshie)

* Welcome from Lenna/Presentation of overview of California
* Updates from Dr. Alishia J. Shipley  
  Child and Family Program Specialist

USDA – National Institute of Food & Agriculture

* Introduction of attendees

Yoshie Sano, Lenna Ontai, Lori Yancura, Joe Wilmoth, Brittney Oliver, Heidi Radunovitch, Karen Shirer, Kim Greder, Doris Cancel-Tirado, Melissa Barnett, Gina Peek, Melissa Curran, Kelly Davis, Alishia Shipley, Tricia Dyk, Suzanne Smith, Juan Bao, Brianna Routh, Anne Beery, Carolyn Bird, Bradford Wiles, Sheila Mammen

* Ice breaker

**9:30am-10:30am: Accomplishments and Celebration**

* Overview of objectives, strategies, proposed outputs, and outcomes (Yoshie)

Outputs:

1. Comprehensive data set centered on the health and well-being of rural low-income families created from two waves of qualitative and quantitative data from the NC1171 project

2. Comprehensive historical data set of compatible health and well-being variables from parallel populations collected at different points in time (NC223/1011/1171)

3. Case studies of purposively selected rural low-income families and community stakeholders during the implementation of the Affordable Care Act (ACA)

4. Peer-reviewed publications and presentations representing multiple disciplines targeting diverse audiences (practitioners, researchers, policy makers)

5. Research and policy briefs, training materials for elected officials, program administrators, students,consumers

Outcomes or projected Impacts: *These are important for context*

1. Masters and doctoral trained researchers and educators who are adept at using longitudinal, qualitative and quantitative data in order to increase experiences in producing research and outreach outcomes that focus on health promotion in rural communities.

2. Improved knowledge and skills of Extension and other education family-serving professionals who are equipped to address, change, and understand the context of rural health and well-being resulting in improved outcomes for rural low-income families.

3. Increased understanding of the impact of the ACA on rural, low-income families.

4. Funding leveraged to further examine changes that result from the ACA over time in low-income, rural families.

(2016): Organization and Interaction of Team Members to Facilitate Research Outputs and Outcomes: Annual research team meeting, conference calls among officers and work groups, Sharing of data and publications via the Share Point site, and State reports.

Objective 1: Analyze health and well-being of rural low-income families based on two waves of qualitative and quantitative data from the NC1171 project. Examine changes and stabilities of families and communities based on the historical data set created in Year 1. (CA, HI, IA, MA, TN, WA)

Objective 2: Collect, code and clean data from selected case study families. Collect, code, and clean data from community stakeholders. (NC, TN)

Objective 3: Distribution of selected policy briefs. Peer-reviewed publications and presentations representing multiple disciplines targeting diverse audiences (practitioners, researchers, policy makers). Begin development of educational materials for elected officials, program administrators, students, consumers. (CA, IA, NC, TN)

* Research brief: Family Influence on Rural Child Health and Well-being (Kim)
* State report template (Yoshie)

**10:30: Snack Break**

**10:30am-12:00: Discussion on Accomplishments (2017)**

* Year 2 Accomplishments (Lori – Use Structure of Report)
  + Work Groups (Work Group chairs)
  + ADD to CYBOX

**1:00-1:30 pm: CYBOX Refresher (Kim Greder)**

* + Published products of group
  + Data Files
  + Administrative documents (minutes, directory, governance doc, etc….)
  + Proposal Tracking Tool

**1:30-4:00 pm: Continue discussion on Case Study Data Collection AND dissemination plan**

* Case study overview and updates/Community Healthcare Provider Surveys (Yoshie)
* Pilot study result (Carolyn)

Tricia Dyk:

* + Put IRB in as an extension of previous approval
  + Added questions at end of survey
  + Recruited participants through channels, hand distributed 800 flyers, had 40 women call in and could not find any to qualify (too high or too low income) – ended up using 185% of poverty
  + Mom’s didn’t know what ACA meant, they had to use “Kentucky Connect” or “Obama Care”
  + Moms who moved from Medicaid to ACA experienced health care changes, less access to specialist, more access to medicine, changes in the access to Doctors
  + Suggestions: if we are focused on understanding lived experiences of mothers, talk to them. If we are focused on understanding changes in accessibility, talk to providers.

Discussion:

* + Due to difficulties in accessing participants, we may not be able to say with the strict 185% criteria, it is making recruitment very difficult
  + We might consider emphasizing community characteristics
  + We might use up to 400% poverty level, which is ACA definition of eligibility
  + There is a need for a RESEARCH BRIEF on the difficulties with data collection

Tricia/Carolyn/Bradford have agreed to be in charge of this

* + If we do go back to families in Wave I, we might consider recollecting longitudinal data on Maternal depression and food insecurity.
  + 7 states will be collecting interviews: NC, TN, WA, KY, OR, MS, KS
  + Due to potential changes in the ACA we must 11/01 to 01/01,
  + We must collect data from Feb 1st to May 30th, 2017
  + Qualification Criteria
    - Income < 400% of FPL
    - Have ACA with or without subsidy (expanded Medicaid)
    - Must be caregiver at least one child under the age of 13 in the household (foster kids OK, previous RFSH
    - Female primary caregiver
    - Rural area (use UIC codes in play at time of RFSH)
  + Bradford Wiles moved that the project adopt the qualification data described above.
    - Lenna Ontai seconded
    - Vote was unanimous to approve
  + Discussion of how many Interviews each state will collect
    - Funding is important
    - Expectation is collect ~ 8 interviews each state
* Community Survey (as discussed last year)
  + It’s included as an objective
  + How will we use the data?
  + Lori to form subcommittee to explore the issue
    - Lenna, Melissa, Yoshie, & Doris to explore

* Case study data management budget (Bradford)
  + It might be difficult for some of the States to make this total
  + Bradford will come up with more scenarios, which might have less of an impact
  + How do we ask our Deans for this money?
    - Show them the benefits of their expenditures - funding opportunities, will they see a return?
    - Look at RFSH basebook & State Profiles on Basebook
    - <http://ruralfamiliesspeak.org/>
  + We will revisit this issue tomorrow

**4:00-5:00pm: 20th Anniversary Celebration**

* How to celebrate the 20th anniversary of RFS/RFSH projects? (Yoshie)
  + Inviting RFS members to the meeting? (Sheila)
    - We have been doing this since a preliminary meeting in 1997
    - These projects have been ongoing for 20 years
    - They have crossed many geographic areas of the country
    - The Emeriti of the project are still in touch
  + Arizona will host next year’s meeting
  + Production of Overall Project Findings
    - Compendium of papers/presentations over the past 20 years and post online
    - Carolyn Bird has agreed to host a special issue for the project for the Peer-Reviewed Forum for Family Issues
      * Journal is anything to do with family issues/impact
      * Usually 5ish articles
      * Sheila & Yoshie will lead process & notify group how we can contribute
    - Board will prepare a summary of the outputs for the entire project and a timeline (data points on bottom, legislation on the top)
    - Possible webinar for Rural Families – linked to topic areas – planned webinars matched on topic
    - Can do corresponding youtube video – extension
    - Stories from interviews/field notes (Story night)

**6:30: Group dinner (individual checks): Rio City Café**

**Tuesday, October 18th**

**Breakfast: On your own provided by hotel**

**8:30am-10:00am: Administrative items/Organization of NC1171 project**

* Planning for Special Issue of *Forum of Family and Consumer Sciences Issues* for 20th Anniversary
  + Overview
    - Health (Tricia)
    - Economic Security (Ann/Carolyn)
    - Family Well-being ( Lenna)
    - Food Security (Kim)
    - Multigenerational Families (Lori)
  + Co-editors, Sheila and Yoshie, will send
* Governance document update (Lori)
  + Proposition: Eliminate Vice Chair for Funding Position and consolidate data consultant positions into one position.
  + Sheila Mammen moved to accept, Bradford Wiles seconded
  + Vote was anonymous to approve
* NC1171 Directory (Lori)

**10:00am-10:15am: Election**

* Election of in-coming officers
  + New Officers: Lenna Ontai, President; Bradford Wiles, VC Data Management Melissa Barnett, Vice Chair Comm/Outreach
  + Existing Officers who will continue: Lori Yancura, Secy/Treas.,
  + Lori moved to accept, Suzanne Smith
  + Anonymous to approve
* Data Management of W1 & W2 (Lenna & Kim)
* Core Health Messages Data Access (Yoshie & Sheila)
* Bradford Proposes one graduate student @ $13,000 total for Coding
  + We need to have a drop dead date for his receipt of proposals
    - **Bradford must have TRANSCRIPTS of interviews by AUG 1st**
    - Heidi can have a one-month extension
  + We could also look for another mechanisms, North Central Region, North Skidmore might have external funds. They focus on poverty.
  + Kelly Davis will supply undergrads to transcribe during the summer
    - Beginning on June 1th
    - File will be securely uploaded to box
  + With 14 States participating to pay

NC, TN, IA, WA, KY, OR, AZ, OK, FL, MS, HI, MA, CA, KS

Approx $1,000 per State

* + Bradford, KS, can start taking money immediately -- last day to pay is 05/31
  + Bradford will post the following in the ACA Case study folder in BOX
    - Where and how to pay, deadline, template invoice
  + Yoshie moved that we accept this proposal
  + Kim seconded. Vote to approve was unanimouse.
* Pseudonyms will also need to be assigned
  + Subcommittee: Doris Cancel-Tirado, Kelly Davis\*, Tricia Dyk
  + Tricia Dyk will need 6 pseudonyms immediately

**10:15: Snack Break**

**10:15-12:00am: Budget**

* Alishia Shipley requested that we apply for graduate/undergraduate AFRI postdoc & predoctoral fellowships – applications are on the student level. Argument is that this work helps to train the next generation of those working with rural populations.
* Parking Lot Issue: How will we do with quantitative data for families?
  + Lenna will help with data checks
  + Bradford will create a survey in qualttrics with fields for interviewer, state, & family ID number and the quantitative questions
  + Board will review survey
  + Each State will generate their own ID numbers using existing convention
    - State ID
    - County ID
    - Use of same IDs for existing counties
    - Board will collaborate/communicate
* How will we fix data issues?
  + If you uncover an errors report to Executive Board through Kim Greder
  + Board will explore the extent of the problem and determine who will fix it and how it will be fixed
  + Data set for Wave 1 core health messages will be uploaded to Box in November
    - Sheila/Yoshie will post brief description of project with data
    - As per usual, at least one person who collected data must be included on each published project that uses this data
    - Yoshie will put “template verbage” for Core Health Messages into Box, which will be added into the governance document with a vote at our next meeting
* Group will divide into two groups
  + Case Studies
    - Proposed activities: clarifying language, eliminate duplicate information in screener, further shaping of the case study process
  + Dissemination activities
    - Health (Tricia)
    - Economic Issues (Ann/ Carolyn)
    - Family Well-being (Lenna)
    - Food insecurity (kim)
    - Multigenerational Issues
    - Possible Simulation:
      * Might work with existing simulations
      * Specific simulation for insurance issues faced by Rural Familes (e.g., output for case studies)
      * Folder Created in Box to park ideas about simulation

**12:00-1:00pm: Lunch** **(provided)**

**1:00-3:00pm: Continue Workgroup Activities** (Lenna)

* Break out into workgroups (create goals for each year)
* Case Study Group (Yoshie & Carolyn)
* Dissemination Group (Lenna and Lori)
  + Special Issue
  + Webinar Series
  + Research Briefs?
* Reports back to large group for each objective

**2:45 pm: Workgroup Report**

* Look ahead for grant activities

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| YR 3  2016-2017 | Y2  2017-2018 | Y1  2018-2019 |
| Case Study Data Collection  Completed\_\_\_\_\_\_\_  Coding\_\_\_\_\_\_\_ | Case Study Data  Available for Analyses | We will only have a meeting this year if we have an approved renewal |
| Journal Special Issue  Manuscripts Completed | 20 year anniversary |  |
| Dissemination Projects |

\*\*\*Main point is that we might not be able to meet in 2019, we might have to file a renewal or a new proposal NEXT YEAR\*\*

* Report dissemination group (Lori)
  + Kim Greder: Food Insecurity changed to Rural Diversity {racial, focused on Latino community}
  + Food insecurity will be folded into economic security and health manuscripts
* Board to schedule quarterly webinar for membership (about case studies, progress)
  + - Work group chairs to participate in some --
    - Lenna to schedule,
    - we will record them so everyone can have a change to take a look at them
* **Report from Case Study Group (Carolyn)**
* Met to revise protocol according to feedback from pilot study and increased understanding of target population.
* Next meeting in AZ (Melissa Curran)
  + Choice of meeting on campus with more facilities available or beautiful mountain resort
  + Melissa Curran to communicate with Sheila Mammen to coordinate needs of current membership with Alumni to choose date & venue

**3:00pm: Adjourn**

**3:00-4:00: 2017 Elected Executive Committee Meeting**