**Orientation Call Notes**

**Orientation Call Notes: Institute for Equity in Birth Outcomes**

**Date:** Wednesday, July 13, 2015

**Time**: 1:00 – 1:30 PM

**Solano County Representatives on the call:** Susan Whalen, Loretta Calloway, Jewel Fink, Danita Taylor, Janice Cueva

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| **Agenda Item** | Notes | **Action Steps** |
| **Introduction of Equity Institute Staff** | Becky Ramsey, Project Coordinator  Cara Boxer, Sr. Project Coordinator  Carole Gilbert, Statistician  Monica Beltran, Project Coordinator |  |
| **Introduction of teams participating in Cohort 3** | * Davidson County, Nashville, Tennessee * Kent County, Grand Rapids, Michigan * Louisiana Region Seven * State of New Mexico * St. Louis, Missouri * Solano County, California * Ramsey County, St. Paul, Minnesota |  |
| **Equity Institute Project Overview** | The project will run for three years. There are three phases which roughly correspond with Years 1, 2 and 3. The three phases are called “Ready, Set, Go.”  Year 1 (Ready): Prepare and build coalition and diversify project membership. Share information with the community about inequities and share local data pertaining to health inequities.  Year 2 (Set): Engage the community and identify proposed upstream and downstream strategies. Develop a roadmap for project completion. This will include a logic model, data collection, evaluation plan and sustainability plan.  Year 3 (Go): Implement selected strategies. Maintain feedback loop to evaluate project performance and share ongoing information with the community. Work on long term sustainability.  Participation in the project will include monthly TA calls. These calls will be individualized for each Cohort 3 team. There will be annual training (travel team) and yearly site visits. Beyond this teams are free to define the extent of participation for partners as they see fit.  Each team should set up a team meeting shortly after return from Minnesota.  Each team should choose a time/day for monthly TA calls with Equity Institute staff. | MCAH will schedule a Solano EI Team Meeting the third week of August.  Team will decide on a time/day for monthly calls. |
| **Travel information** | Participants to Aug. 1-4 training will arrive at Minneapolis-St. Paul. Can take cab or public transportation to the hotel. Conference is held at the Radisson Blu, which is connected to the Great Mall of America. Training starts at 8 AM daily. Breakfast and lunch are provided to all participants. Participants will be asked for a credit card for incidentals at hotel check-in.  Participants funded by CityMatch should save all receipts (primarily dinner costs and transportation expenses). No alcohol or alcohol-related expense is reimbursable. Participants have 30 days after conference ends to submit for reimbursement.  Teams are not required to bring materials. However, there will be data experts available. Teams are welcome to bring state and local data to discuss with staff. Teams should have their data/epi person identified. Bring any data questions, problems or complaints for discussion.  Becky will be out of the office from July 18-23, but other team members will be available for travel questions. |  |
| **Questions** | Q.: Can we access learning from Cohorts 1 and 2?  A.: There will be seven members from Cohorts 1 and 2 attending this August’s training. You can get information from them. There will also be materials put up on the E-Learning site as soon as it goes live. |  |