

CHEER Advisory Group Guidelines

Objective

The purpose of the Project CHEER advisory group is to provide support to the Project CHEER leadership team and help them empower Kentuckians with cognitive and mobility limitations to make healthy lifestyle choices that reduce the prevalence and impact of hypertension and associated conditions.

Summary

The Advisory Group shall provide input and guidance for Project CHEER strategies and activities, including: 1) developing internal capacity of project partners and staff; 2) enhancing and expanding partnerships to create a sustainable infrastructure to implement the project; 3) assessing, developing and disseminating project resources, tools and strategies for inclusion; 4) implementing health programming throughout the state, and 5) evaluating project results.

Advisory member feedback will be used for program improvement, promotion (including participant recruitment), and scaling/sustainability. Feedback will also be used for product development, sharing, and use during implementation of all grant related activities.

Structure

The Advisory Group consists of 12 members, including the Chair. The Advisory Group Chair is the chair of H.B. 144 Health and Wellness Committee. Members will include H.B. 144 Health and Wellness Committee members, self-advocates with cognitive and mobility limitations across the adult lifespan, direct support professionals who provide personal and community supports for people with cognitive and mobility limitations, family members, provider organizations not currently represented on the HB 144 Health Wellness Committee, and

representation of key partners such as the Kentucky Department of Public Health (KDPH), and the University of Kentucky Health and Wellness Program.

Meetings & Time Commitment

All Advisory Group members will provide current contact information to the Chair and project manager. The meetings will be scheduled by the project manager. Meetings will be scheduled a minimum of 30 days in advance so that a majority of the members are able to participate virtually or in person. The full Advisory Group will meet quarterly, with smaller workgroups convened as needed. The project manager will schedule and facilitate the quarterly meetings, providing a proposed agenda in advance and in alternative formats as requested. Advisory Group members are expected to attend meetings, either in person or via accessible technology, including videoconference and/or telephone conference call. If a member is unable to attend, a proxy may attend on behalf of the member. Any member who historically does not attend or send a proxy may be asked to resign from the Advisory Group.

Duration

Regular meetings will be scheduled for up to two hours with a fifteen minute break. The Advisory Group will be convened over the duration of the CHEER grant for a total of five years.

Agenda

While each meeting agenda will change, the basic structure of the meeting will include:

- 1) Updates on the major activities for the annual objectives and updates from CDC
- 2) Updates from small group meetings
- 3) Opportunity for advisory member to ask questions about the activities
- 4) Opportunity to identify specific action items where the Leadership team requires input from the advisory group
- 5) Updates on activities and initiatives related to health for individuals with cognitive and mobility limitations
- 6) Progress made on previous meeting action items

Recordkeeping

Meeting notes will be taken by the CHEER Project Manager. Agendas and meeting notes will be maintained by the CHEER Project Manager. Meeting notes will include any action items requested by the Advisory Group that requires a response from the CHEER Leadership team. The CHEER Project Manager shall provide copies of the meeting minutes from the previous meeting to Advisory Group members a minimum of 10 days in advance of a scheduled quarterly meeting.

Communications

The Advisory Group provides recommendations to the CHEER principal investigator, who oversees the Leadership team. An email listserv will be created for the Advisory Group members for ongoing communication. The Group will determine if other communication mechanisms, such as an online file sharing system, would be beneficial.

Financial Support

Management and support services shall be provided by the CHEER Project Manager. Each member who is not affiliated with the Cabinet for Health and Family Services or is not a full-time employee of the University of Kentucky will receive a \$25 stipend for each quarterly meeting attended in person or via accessible technology. Travel costs will be reimbursed at current mileage and per diem rates established by the Kentucky Finance and Administration Cabinet on a quarterly basis. Reimbursement for personal attendant services will be made available as needed for an advisory member to actively participate in quarterly meetings. Personal attendant costs shall not exceed \$125 per quarterly meeting attended in person. Personal attendant costs and per diem are not eligible for reimbursement if an advisory group member chooses to participate via accessible technology. Personal attendant care costs

reimbursed for meeting attendance shall not be submitted for reimbursement if billed under any Medicaid waiver program through which the advisory committee member receives services and supports. Stipends, travel reimbursement, and personal assistant costs are not available for an Advisory Group member to participate in smaller workgroups or activities.