NAACCR

May 19, 2021
Minutes

<u>**Roll Call**</u>
NAACCR Board Present: Randi Rycroft, Winny Roshala, Mary Jane King, Monique Hernandez, Isaac Hands, Kevin Ward, Lorraine Shack, Angela Meisner, Mary Jane King

Board Member Excused: Lori Swain, Maria Schymura

Ex-Officio Member: Betsy Kohler

Staff: Stephanie Hill, Charlie Blackburn, Lori Havener

<u>Governance</u>	<u>Owner</u>
<u>**Strategic Issues for Discussion**</u>	
1. **Strategic Issue**	Randi
➢ WOW initiatives in SMP – Board to discuss WOW ideas.	
➢ What can NAACCR do to improve the timeliness of registry software vendors releases of upgrades/version changes?' Strategic topics for discussion in June	Randi / Betsy

Randi opened the meeting by welcoming the Board. She started off by discussing the WOW strategic initiative ideas. This was on the April agenda but Randi encouraged the Board to voice any new ideas so that they can be included in the SMP plan discussed at the meeting today. She said that the updated SMP committee will be meeting in coming days to finalize and embark on the plan for 2021 and beyond.

Mary Jane said that Canada has a strong desire to have the data move faster for reporting. This is something that we may want to add later in the process. She thinks that if this can be done even by some then the impact will be significant. She does not necessarily have a timeline at this stage. A rough guess is one year. She thinks that once the council has a plan then someone from Canada could come to a Board meeting for an update and presentation. They all believe that stage is the largest hang up.

Winny reminded the group that the Cancer Informatics Group is looking at the timeliness of data issue as well. Betsy thinks that this ties into how cancer reporting can be transformed in the future and how it would be adapted to a two tier reporting system. There discussions among groups to try and get to three months if possible. Electronic reporting is a key to the process.

Randi said that another issue that has come up is the timeliness of vendor release to registries as their customer. Randi had a conversation with one particular vendor regarding this topic. She wants the Board to remember this concept and voice any concerns or observations. In Canada they have cancer centers and the main problem is that every center does not necessarily want the same thing or know how to ask for what their needs really are. Lori Havener was able to provide some perspective from the Mid-Level and High Level Groups. Discussion transferred to concepts of identifying the problem and moving toward a solution. Kevin said that one of the challenges they have is that there is limited accountability by vendors to registries. However, both of those groups have done a good job of working thought he process between the registries and vendors. Betsy wondered if we could "certify" their software with basic benchmarks such as release timelines and other items. As a first concept, this was well received by the Board. CDC as a vendor may not be practical in a certification concept.   Isaac voiced observations 1. He is not sure that the question if the software is "late" or not. It is more complicated than labeling it as late. It would be important to distinguish that some vendors are late and some that are timely. 2.Many of the vendors that are engaged at the XML level are talented and interested in having a quality product. What can slow it down is the reliance on the EDITS timeline. Kevin and Winny concurred to both observations. Mary Jane asked how we get them early and correct.

Randi voiced a very different idea where hospital vendors are being paid by their clients. Can NAACCR develop a more specific scope of work that works for the registries? Stephanie said that she could not speak for every facility but it would take a large effort to change software vendors. It could be a challenge to switch vendors. Randi clarified that she meant more of a voluntary guideline that could be used in a current use of a software.

Randi summarized that it looks like the Board is supportive of concepts regarding a certification of vendors. In addition, a group should look at improving the EDITS timeline and process if possible. Isaac asked if the synthetic dataset efforts couple be resurrected then it would help the process. This would be something more precise than just a basic dataset. She wants to make sure these strategy ideas get to the next stage in the development. The Board is supportive of a group to be convened to work out the concepts more before it goes to a specific task force. More than likely, a group of the Board. These individuals include: (Mary Jane volunteered.

Finance

2. Approval of the June 1, 2021 – May 31, 2022 Budgets   Maria / Charlie
  ➢ ACTION: Fund 10 Unrestricted Fund Approval
  ➢ ACTION: Fund 15 Indirect Fund
      o   Fund 10 and 15 Budgets Recommended for Approval
  The budgets were reviewed in detail by the Finance and Personnel Subcommittee.
  They are recommended for approval as submitted to the Board.

THE MOTION TO APPROVE THE FUND 10 AND FUND 15 BUDGETS AS PRESENTED WAS APPROVED

Steering Committee Reports
Standardization and Registry Development

3. Steering Committee Update   Isaac / Mary Jane
The group met April 22nd and they are working on the Volume III charter as well as revisions on the over Volumes. Documents went out for comment but there is not a current status. Isaac will update the Board later. A survey was just sent out today to registry directors.

Research and Data Use

4. Steering Committee Update   Lorraine
The group is working on implementation activities of the SMP. Additionally, there is a work group being formed for CINA research which will aid in identifying a writer for research rather than an entire group doing the paper.

Professional Development

5. Steering Committee Update   Lori S. / Monique
The ambassador program is almost complete. The group is finalizing their web presence and processes.

Strategic Planning and Alliances

6. Steering Committee Update   Randi / Betsy / Winny
No other update at this time.

Communications

7. Steering Committee Update   Angela / Maria
The group primarily worked on the SMP plan.

Other Board Business

8. Update on NCI Sole Source RFP and CDC Cooperative Agreement Renewal   Betsy / Charlie
  The NAACCR Executive Office has worked on both the CDC annual renewal (year 4 of 5) as well as the 5 year funding application for the NCI Sole Source Contract. Betsy said that the CDC application was sent in April. The NCI application was sent on May

17th. It is anticipated that we will hear back from CDC in June. Additionally, we anticipate that NCI will reply with follow up questions by the end of May.

9. Award Nominations Status -Constance Percy   Betsy

Discuss any nominations. (NCI team for work on completeness estimates)
- ➢ Correspondence regarding award

NAACCR has already completed the Calum Muir Award. There is still an open nomination period for the Percy Award. The Board is not required to make the award each year. However, they still encourage the membership to make nominations each year. The Board reviewed a suggestion for this year's award. The group discussed a concept of giving a team that completed important work the honor of the award. It was determined that the team will be honored with each identified individual who worked on the project to receive a plaque. Additionally, the Board discussed a nominations and how to handle the responses. Betsy will take the necessary steps as the Board outlined.

Program Updates   **Owner**

10. Program Updates

- Canada   Lorraine / Mary Jane

Their AGM was spread over two days. They have a list of priorities and their largest that was identified was training, timeliness, and address COVID challenges. Lorraine elaborated that a group is looking at a deficit due to COVID. This is mostly for provinces and some territories.

- NPCR   Monique / Maria

States have received their awards for the next contract year. Data quality reports have been distributed.

- SEER   Kevin / Angela

SEER announced the other onboarding states last week. These are considered "New Core States" and other research only states.

11. Executive Director Performance Evaluation   Betsy

- ➢ ED and NAACCR staff will be excused from this discussion

Staff removed themselves from the meeting so that the Board could discuss the compensation and raise of the Executive Director.

12. Other

The NAACCR Executive Office received a letter of response form Elekta regarding a "compromise" of access to their system. Randi asked the office to distribute this letter to the membership.

Consent Agenda

13. Review SMP Supporting Text
- ➢ SMP Plan
- ➢ SMP Summary Power Point
- ➢ Goals and Objectives

The Board has worked on the final Strategic Management Plan and the action of reviewing the proposed text and plan is the last activity. The subcommittee has developed a summary presentation along with supporting goals and objectives.

14. Minutes
- ➢ April 21, 2021
15. Correspondence
- ➢ Level Group Notes February
- ➢ No High Level Group Notes for May

16. Geocoder Monthly Report
    ➢ Geocoder Report
17. Executive Director's Report
    ➢ ED Report
18. Membership Applications
    ➢ None
19. Financial
    ➢ Current Financials
20. Adjournment and Next Meeting   All

THE MOTION TO APPROVE THE CONSENT AGENDA FOR MAY 19, 2021 WAS APPROVED

Schedule of Board Meetings July 2020 – June 2021
June 16

Future Meetings
Board / Chair meeting in Boise February 8-9, 2022.

Board Standing Reminders and Information

2020 – 2021 Liaisons

Committee/Priority Area	Current FY21
Standardization & Registry Development	Isaac Hands/Mary Jane King (Junior)
Communications	Angela Meisner/Maria Schymura
Research & Data Use	Lorraine Shack/Kevin Ward
Professional Development	Lori Swain/Monique Hernandez (Junior)
Strategic Alliances	N/A
Nominating Committee	No need w/new bylaws
Mid-Level Tactical Group	Kevin Ward
High-Level Strategic Group	Randi Rycroft/Winny Roshala

NAACCR Board Action Items

Item	Responsible BOD Member / Person	Status
May 2021		
Betsy to send Elekta letter to membership.	Betsy	Complete