



## Minutes

November 17, 2021

2:00 PM – 4:00 PM

### Roll Call

**NAACCR Board Present:** Winny Roshala, Randi Rycroft, Monique Hernandez, Kevin Ward, Angela Meisner, Sarah Nash, Wendy Aldinger, Lori Swain

**NAACCR Board Member Excused:** Lorraine Shack, Mary Jane King

**Ex-Officio Member:** Betsy Kohler

**Staff:** Stephanie Hill, Charlie Blackburn, Lori Havener

Guest: Lauren Groff, Sikich LLP

### Governance

#### **1. 2021 NAACCR Audit Presentation**

**Lauren Groff, Sikich LLP**

Ms. Lauren Groff, CPA, from Sikich LLP presented the 2021 audit. There were no material findings. She said that the audit shows NAACCR being in good financial standing. Assets are appropriately strong for an organization of our size and funding. Additionally, policies and procedures are positioned strong against any fraud. The Board was sent the entire audit for review prior to the meeting to allow for questions in advance. Following the presentation, the Board asked questions.

At the conclusion of the audit report, Charlie thanked Ms. Groff and her staff for the audit. Additionally, Charlie thanked Adele Hileman, Controller, for her hard work during the audit. He said that the vast majority of the work is done by Adele and complimented her dedication to the audit process.

#### **2. Update to Check Approval (ACTION)**

**Kevin/Charlie**

Charlie presented a recommendation to update NAACCR's check approval threshold. The current procedure and policy is over 20 years old. Charlie has worked with the audit firm and Treasurer, Kevin Ward, to craft a policy that meets NAACCR's new budget levels and up to date contract terms with subcontractors. Kevin Ward said that he has reviewed the policy and endorses it for approval. After discussion and questions, the Board motioned for an approval of the proposed policy. The Board provided a few changes for Charlie to implement. Charlie will make the updates and send back to the Board next week for an electronic approval.

#### **3. College of American Pathologists Sponsoring Membership Inquiry (ACTION) Kevin**

This was removed from Consent Agenda prior to meeting because it will require conversation.

NAACCR was contacted by the College of American Pathologists to convert their membership from a Sustaining Non-Profit to a Sponsoring Member. CAP had previously held a Sponsoring Membership status for many years until 2018. At that point, they moved to Sustaining Non-Profit since it better matched their organizational relationship with

NAACCR. Kevin Ward lead the discussion on options, pros, and cons of converting their membership at this time. After detailed discussion, a motion was voiced to approve the Sponsoring Membership. Monica Thornton will contact CAP to process the membership change.

**The motion to approve the CAP Sponsoring Membership was passed.**

**4. Membership applications and access to data. Language on web site. Kevin**

Kevin provided an update on the membership applications that were discussed at the October Board meeting. Kevin was to follow up with the membership applicants for further discussion.

Additionally, Winny had previously brought up the language on the web site which endorses membership applications for access to data. There has been discussion over the years if this is something NAACCR should endorse or not. Kevin recommends disentangling the language of access to data as a result of being an Individual Member of NAACCR. Kevin recommended that that CINA Team look at this language and process of the access to data for Individual Membership. Betsy added that this has been an item of consideration for some time and there are both sides to the debate.

Kevin would like to remove the language of the CINA web site inviting individuals to apply for membership to access data. Monique requested that we add supportive language so that interested researchers can make contact with an individual or group to forge a relationship with registries to gain access to data. After discussion, it was determined that Sarah will bring this up to the RDU group to look at process to actually help those that request data. She will come back to the Board with recommended action and next steps on language / process changes. Additionally, Betsy will investigate if there are restrictions when data is taken outside the US, as there are certain conditions.

Lastly, Kevin asked for direction with the application that was seeking access to the data but also would be involved in NAACCR. After discussion, the Board motioned to approve the Individual Membership application of Ahmed Alfaar.

**The motion to approved the Individual Membership of Ahmed Alfaar was passed.**

**Other Board Business**

**5. Update on the 2022 Annual Conference in Boise, Idaho**

**Winny/Randi/Betsy**

The Board heard from Winny, Randi, and Betsy on options for the 2022 conference. After long discussions over many months, the recommendation is to hold an in-person conference in Boise, ID, but negotiating a reduced capacity. It is not known what the actual attendance will be at the conference. However, NAACCR knows that there will be limited attendance for sure. With travel restrictions with certain government attendees, California attendees, and Canadian attendees; this can account for a minimum of 100 people that will not attend. Therefore, in an effort to better plan and mitigate financial damages, the recommendation is to hold the conference but commit to a fewer number of attendees. This will assist NAACCR in the reduction of financial and planning risk.

The Board discussed the options and agree with this strategy. Everyone is excited to move forward with the in-person meeting. The Board also discussed any COVID Health Safety Federal Contract requirements we have as a result of hosting a meeting. Charlie has a meeting with the attorney on Monday to get direction on what we need to do first and then NAACCR can decide what additional requirements or processes we may wish.

**6. Update on Assessment of Current Cancer Surveillance Model****Stephanie Hill**

Stephanie noted that NAACCR has engaged Ann Marie Hill to do an assessment of the High Level and Mid Level Work Groups. They have a plan in place to make the assessment, set recommendations, and then implement the processes. Interviews have been conducted with individuals and preliminary results of the findings have been presented. There are technical and strategic recommendations for the group to tackle the logistical pieces first. The other piece is the there is a Lean Six Sigma recommendation coming soon also.

**7. Brief Update on Finalization of Board / Chair Meeting****Charlie**

Charlie said that the final date and location of the in-person Board / Chair meeting will take place on March 2-3, 2022, in Riverside, California. The location will be at the Mission Inn Riverside. He said that meeting information, travel arrangements, and other details of the meeting will be send in December 2021. Charlie also reminded the Board that the travel, hotel, and meals are covered by NAACCR.

**8. May Board Meeting Conflict with SEER PM Meeting****Winnie**

Winnie noted that the May Board meeting conflicts now with the SEER Program Managers meeting. This was just recently announced so there was initially no conflict when the Board set their meetings in June 2021. Charlie will send a Doodle request to the Board on date options.

**9. Update on 2022 Nominations and Elections****Charlie**

Charlie said that the nominations are now open for the Board and Nominating Committee for the 2022 election. He said that we already have three nominations for the Board and two for the Nominating Committee. No nominations have been submitted for President-Elect. The Nominating Committee is encouraged by the responses thus far but are keen to circulate nomination ideas for President-Elect. Charlie asked the Board to please consider strong candidates and relay the information to him or the Nominating Committee Chair, April Austin. Nominations close on December 10, 2021.

**10. Surgery Code Update****Kevin**

Kevin said that the Board should begin to discuss the timeline and implementation of surgery codes. They have not been updated in some time. Most partners use these surgery codes so they make quite an impact. The CoC is proposing rolling changes to surgery codes and capturing the information and storing it. They have put together proposals to breast and skin. The concept is that the variable is changing. Two digits are no longer enough to capture the information. Moving forward (effective 2023 for NAACCR); the CoC will start collecting in 2022. Kevin detailed the specifics of the coding and how the alpha-numeric methodology will work. He also explained the connection between the new codes and proposed codes. Do we convert older data or create a new variable with a reference? He wanted the Board to discuss this moving forward so that they have input on the process.

**Steering Committee Reports****Standardization and Registry Development****11. Steering Committee Update****Mary Jane/Wendy**

The bulk of the last meeting was spent on SSDI report on field testing for 2023 changes. They are going to continue the Physician Reporting Task Force, but may redirect the focus, since Wendy Blumenthal, who served as the chair, has left.

#### **12. CIAG Report Update**

**Mary Jane/Wendy**

At a previous meeting, the board voted and approved to charge the Cancer Informatics Advisory Group (CIAG) to provide a brief summary of each of the following projects, including links for more project information and indicate where and how these initiatives (potentially) intersect with cancer surveillance. Some of the activities included: Making HER Data More Available for Research and Public Health (MedMorph), CDC/NPCR Data Modernization Initiative (DMI), Digital Bridge, NCI-DOE NLP Project, NCI Cancer Data Standards Registry and Repository (caDSR), CDC's Childhood Cancer Survival, Treatment, Access and Research (STAR) Project, and others. They are developing a road map summary to outline the priorities. The Board will be updated as the group continues the summary of projects and the potential impact on NAACCR or NAACCR activities.

#### **13. Data Dictionary RFI Update**

**Winny/Charlie**

Charlie said that two RFIs were received. He has personal contact with both companies. He was encouraged by the response but the replies were very different. Charlie provided detailed explanations on the nuances of the replies. The Board discussed how to proceed at this point. Charlie noted that there is no obligation by NAACCR to proceed in any particular way. The process could end now with no further action; NAACCR could follow up with an RFP; NAACCR could also find some sort of hybrid that suits the goals of the project. This will be discussed at the December Board meeting and Charlie will outline options for the Board at that meeting. He will also notify both companies about the status of the timeline.

### **Research and Data Use**

#### **14. Steering Committee Update**

**Lorraine/Sarah**

No significant report for November.

### **Professional Development**

#### **15. Steering Committee Update**

**Monique/Kevin**

Monique provided the background. The mentor program and set up is still in progress. The group is considering a variety of innovative ideas on this front but will discuss more next month. Ann Marie Hill provided a report on the CTR program at Rutgers University. There are a variety of considerations needed to move forward like curriculum and instructor recruitment. The November meeting has been cancelled and moved to early December.

#### **16. 2022 NAACCR Conference Update and Discussion**

**Winny/Randi/Betsy**

Moved to ITEM #5 above.

### **Strategic Planning and Alliances**

#### **17. Steering Committee Update**

**Randi/Betsy/Winny**

The group is examining the issue of potential strategies around the cancer surveillance model. They will be looking at two-tiered reporting as a topic area in the future.

### **Communications**

**18. Steering Committee Update****Angela/Lori S.**

The Communications Steering Committee resumed their regular monthly meetings. They had previously been on a short hiatus while the Chairs finalized their direction. The Committee is actively working to better align their work and scope with the Strategic Management Plan. An intern, Matt Golden, is leading the focus groups and analysis efforts. They are now very active in focus groups to better understand the communications practices, policies, and strategy for the entire organization. This “Process Mapping” will help direct the association and committee on what the core activities should be based on expertise, resources, and NAACCR activities. A report will be made available to the Board once it is complete.

**Program Updates****19. Program Updates**

- Canada

Lorraine/Mary Jane

Update moved to December.

- NCRA

Lori S.

The VA legislation is proceeding. Comments from NAACCR were received. They have had conversations with policy people from NCI and CDC. It is currently with Senator Kelly’s office currently. She encouraged the Board to be active at the walk on the Hill activities if possible. They are planning for their annual conference in April and will be held as a hybrid conference.

- NPCR

Monique/Wendy

The new funding cycle is open now. A webinar is being held tomorrow. The NPCR Town Hall is being held on December 7<sup>th</sup>.

- SEER

Kevin/Angela

All SEER Registries are now required to accept the FAR COVID Safety Requirements. November data submissions have been completed.

**Consent Agenda-Board Vote****20. Minutes**

- October 20, 2021, Minutes Draft

**21. Correspondence**

- Mid-Level Group Notes
- No High Level Group Notes for November

**22. 2021-2022 Board Timeline**

Timeline is available for review.

- Board Timeline

**23. Geocoder Monthly Report**

- Geocoder Report

**24. Executive Director’s Report**

- ED Report

**25. Membership Applications**

- See Items #3 & #4

Above Item was removed for discussion to Item #3 and #4 above.

## 26. Financial

- Current Financials

**The motion to approve the consent agenda, with Item #23 removed for further discussion, was passed.**

## 27. Adjournment and Next Meeting

All

The meeting adjourned at 4:30 PM Eastern.

### Schedule of Board Meetings July 2021 – June 2022

#### 3<sup>rd</sup> Wednesday of each month.

December 15

January 19

February 16

March 2-3 In-Person, Mission Inn, Riverside, CA (still being finalized as of 11-9-21)

March 16 (regular date reserved in case it is needed)

April 20

#### **May 18 (Conflict with SEER PM Meeting. New date TBD)**

June 13 In-Person Boise, ID

### Schedule of Board / Chair Meetings July 2021 – June 2022

February 2022 – TBD

March 2022 – In-Person, Riverside, CA (still being finalized as of 11-9-21)

April 2022 - ZOOM

June 2022 – In-Person, Boise, ID

### Board Standing Reminders and Information

#### 2021 – 2022 Liaisons

##### Committee/Priority Area

Standardization & Registry Development  
Communications  
Research & Data Use  
Professional Development  
Strategic Planning and Alliances

##### Liaison(s)

Mary Jane King and Wendy Aldinger  
Angela Meisner and Lori Swain  
Lorraine Shack and Sarah Nash  
Monique Hernandez and Kevin Ward  
Winny Roshala

#### 2021 – 2022 Steering Committee Chairs

##### Committee

Standardization and Registry Development  
Communications:  
Research and Data Use

##### Chair(s)

Lori Koch and Deborah Hurley  
Nan Stroup and Lynn Giljahn  
Jeff Dowden and Heather Zimmerman

Professional Development	Andrea Sipin and Carrie Bateman
Strategic Planning and Alliances	Randi Rycroft
Mid-Level Tactical Group	Kevin Ward
High Level Strategic Group	Randi Rycroft and Winny Roshala

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
None at this time.		
Betsy will investigate if there are restrictions when data is taken outside the US, as there are certain conditions.	Betsy	
Charlie to update check cashing policy.	Charlie	
Report back to the Board with recommended action and next steps on language / process changes.	Sarah	
Send a Doodle poll for a revised May Board Meeting date	Charlie	