



**August 17, 2022**

**2:00 PM – 3:00 PM Board / Chair Meeting**

**3:00 – 4:00 PM Board Only Meeting**

**Minutes**

### **Roll Call**

**NAACCR Board Present:** Winny Roshala, Randi Rycroft, Kevin Ward, Wendy Aldinger, Lori Swain, Monique Hernandez, Lihua Liu, Lorraine Shack, Sarah Nash, Lori Koch

**Ex-Officio Member:** Betsy Kohler

**Staff:** Stephanie Hill, Karen Knight, Charlie Blackburn

**Consultant:** Ann Marie Hill

### **Governance**

#### **1. Request for Vol V Task Force Consultant**

**Joshua M./Wendy/Lori K.**

##### **➤ Background Correspondence**

Joshua M. from the Task Force was in attendance to provide and update and answer any questions. He provided an initial overview of the situation. The group is in need of an HL7 consultant to finalize work in updating Volume V to reflect HL7 v.2.5.1, which is recommended by the NAACCR ePath Work Group. The previous consultant worked under CDC global work and assisted the group with HL7 activities. He believes that there are several options for consultants in the market for FHIR but limited consultants for HL7. This is a short-term obligation to complete the volume at the moment. Moving forward, it will be limited as long as we just use HL7. Jeff said that the efforts in the past came from CDC in the way of volunteers. In 2018 this relationship ended with his retirement. Since then, some individuals have provided very brief assistance to specific questions. Joshua also answered various other questions such as leveraging other initiatives with HL7 and HL7 FHIR. Monique expressed her support of needing to put resources to this. Joshua said that he has a high confidence in the number of hours for the work.

A summary of the formal request is for funds for \$150-\$175 / hr. 60-70 hours. This is estimated as a one-time need.

The Board thanked Joshua for attending the meeting and the Board will get back with and answer on the request. Joshua removed himself from the meeting and the Board discussed the request. The Board discussed the request in detail. There is some pause for absorbing the cost for a new consultant. Kevin would like NAACCR to see if there is anyone at the NCI, Ci4CC, the Informatics Advisory Group, or CDC to see if they can help with the activity.

The final action of the request is that NAACCR will investigate possible consultants (paid or free) with NCI, CDC, or Ci4CC and will get back with the committee once those options have been vetted.

**2. Strategic Process and Planning Update****Winny/Betsy/Ann Marie**

Assignments and preparation were sent to members for the in-person September meeting

**3. Communications Consultant RFP Update****Charlie/Betsy**

The report was provided at the Board Chair meeting that a communications consultant has been identified and will be hired next month. Lori noted that she requests that the office work with Nan to ensure she is informed of next steps. The office will have Tyler set up a meeting with her and open dialogue right away once she gets back from vacation.

**Steering Committee Reports**

All committee reports were provided at the Board / Chair meeting which was held prior to the Board only meeting.

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

**Program Updates****4. Program Updates**

- Canada

Lorraine

No report for this month.

- NCRA

Lori S.

Call for Abstracts is closing soon for their San Diego meeting. The exam prep study is updated along with the salary data. It is with their consultant to study the data and determine next steps. The workload study is progressing, and more reports will be available in the fall. The CTR credential is going through a branding and name change expected to be effective in the spring of 2023.

- NPCR

Monique/Wendy

A kickoff meeting was held in July. They addressed the new 5-year cycle, award announcement, and technical background. All the due dates for work plan etc. are due in August as well as FFR report and call for data information. Town Halls will feature the tip sheets that were created by NAACCR.

- SEER

Kevin/Lihua

The professional's workshop is underway and they need their feedback and forms completed as soon as possible. Lihua brought up the concept of other record linkages since they would be related to NCI activities. Winny thanked Lihua for the comment and recommended that this be brought up for dialogue at a future meeting.

**Consent Agenda****5. Minutes**

- July 2022 Draft Minutes

**6. Correspondence and Updates**

- Mid Level Group Notes
- High Level Group Notes – None to review.

- NAACCR Member Dues Report Update
- Reminder: The NAACCR Board meeting will be held the week of September 26<sup>th</sup> in Princeton NJ.

7. Board Timeline

Timeline is available for review.

- View Board Timeline

8. Geocoder Monthly Report

- Geocoder Report

9. Executive Director’s Report

- ED Report

10. Membership Applications

- ONCO Addendum added 8-16-2022

This was discussed outside of the consent agenda. Kevin endorsed the application.

**The motion to approve the Sustaining Membership Application of ONCO was passed.**

11. Financial

- Current Financials

**The motion to approve the constant agenda (removing the membership of ONCO for discussion) was passed.**

12. Adjournment and Next Meeting

All

The meeting adjourned at 4:00 PM Eastern.

Board Standing Reminders and Information

NAACCR Board Action Items		
Item	Responsible BOD Member / Person	Status
Vol V Task Force Consultant – Identify who paid for activities prior. The Board will have NAACCR look into experts that may be accessible with NCI, CDC, Ci4CC and other organizations affiliated with NAACCR.	Board with Wendy/Lori K.	In Progress

**Schedule of Board Meetings July 2022 – June 2023**

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

September 28 – 29 In Person @ Hyatt Regency Princeton, NJ

October 19<sup>th</sup>

November 16<sup>th</sup>

December 21<sup>st</sup> **(Board / Chair Meeting ZOOM)**

January 18<sup>th</sup>

February 15<sup>th</sup>

March 15<sup>th</sup> **(Board / Chair In-Person TBD)**

April 19<sup>th</sup>

May 17<sup>th</sup>

June 18<sup>th</sup> **(Board / Chair Meeting In-Person New Orleans)**

**2022 – 2023 Liaisons****Committee/Priority Area**

Standardization & Registry Development  
Communications  
Research & Data Use  
Professional Development  
Strategic Planning and Alliances  
Mid-Level Tactical Group  
High Level Strategic Group

**Liaison(s)**

Wendy Aldinger and Lori Koch  
Lori Swain and Lihua Liu  
Sarah Nash and Lorraine Shack  
Kevin Ward and Monique Hernandez  
Winnie Roshala, Wendy Aldinger and Randi Rycroft  
Kevin Ward and Colleen Sherman  
Wendy Aldinger and Winnie Roshala

**2022 – 2023 Steering Committee Chairs****Committee**

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

**Chair(s)**

Colleen Sherman  
Nan Stroup  
Jeff Dowden and Heather Zimmerman  
Andrea Sipin and Carrie Bateman  
Randi Rycroft