



Board Meeting

September 4, 2018

Bev Eckert, LCSW Absent	Olivia Wyatt, LSW Present
Sara Eichmann, MPH Present	Kirsty DeHan Present
Tina Gill, MAIOC (Chair) Present	Myca Hunthrop, BS Present
Ronda Henry-Tillman, M.D. (Secretary) Present	Miriam Karanja, MBA Present
Treg Long, O.D. (Vice-Chair) Absent	Trena Mitchell, MA Present
Issam Makhoul, M.D. Present	Rachael Moore, AS Present
Paulette Mehta, M.D., MPH Present	Nikki Taylor, BS Present
Michael Preston, Ph.D, MPH Present via phone	
Louise Scott, LSW Present	
Alicia Storey, RT Present	
Krista Thomas (Treasurer) Present	

CALL TO ORDER

Tina Gill called to order the Board meeting of the Arkansas Cancer Coalition at 11:20 am on September 4, 2018 at 10825 Financial Centre Parkway, Little Rock.

APPROVAL OF MINUTES

The minutes of May 1, 2018 were reviewed.

A. Motion to approve minutes: Paulette Mehta

B. Second: Sara Eichmann

Motion to approve minutes was voted unanimously in favor.

REPORTS

Executive Director Report

Trena Mitchell

Highlights

- Kirsty DeHan has been promoted to Communications Specialist
- The Executive Assistant position is now open, ACC hopes to fill the position by October 1.
- Last year ACC had found an office where all of the staff could be located together, but someone else signed a contract before us. We have now built out a space on the 4th floor where all staff can share office space and Trena is no longer on a separate floor. Board members are welcome to come visit the new office.
- ACC had a site visit from CDC Aug 28-30. Georgina Castro, Annette Gardener and Olivia Marr came from Atlanta and met with ACC and ADH-CCC staff.
 - The visit consisted of how the ACP3 was revised, evaluation of CCC, Cancer Leadership Team efforts, and the CCC workplan. We plan on working with BreastCare Outreach Coordinator, Gloria Bastidas, to open up to the Hispanic population and provide more outreach opportunities.
 - Annette Gardener requested a copy of ACC Bylaws, Grand Rounds presentation, Workplan (including evaluation tools), and success stories. Two of ACC's success stories have been published by CDC.
- ACC is not sure if CDC will visit annually or if it will be every 5 years. We have not had a site visit since Trena has been ED. Annette was very pleased with her visit, she came here thinking she had her work cut out for her like a lot of southern states, but she was very pleased with our success! Treg Long gave her a lot of background to ACC and its history.

- All contracts are signed, 2 are secured and in place for a 1-year contract. TPCP will start October 1 and will be an 11-month grant, it is almost time to go through legislative review and then once approved we can expense from TPCP.
- Debbie Rushing is no longer with TPCP. The position has been filled by Joy Gray.
- The Tobacco and Disease Symposium is November 16, from 8am-5pm at the UAMS Spine Institute. Cost is \$50 for the full day. The agenda includes: motivational interviewing, coding, CO monitoring, and E-cigarettes. Trena will send an agenda to the board, it is geared toward Primary Care Physicians.
- The 20th Arkansas Cancer Summit is March 27-28, 2019. The first day is the Summit and the second day is the Arkansas Tobacco Control Conference hosted by the Arkansas Tobacco Control Coalition
- The Summit committee has met once, the next meeting is September 25 at 10am.
- Kirsty will add Dr. Tillman to the Summit Planning Committee
- Tina suggested adding vaping to the Summit, this could be part of day two which is more tobacco focused.
- Another suggestion was Dr. Bates – educating physicians
- Dr. Makhoul suggested substance abuse: raise awareness of alcohol use, medical marijuana. Dr. Makhoul read an article about substance abuse and will send to the board.
- ACC will host the SE CRC Consortium in 2019
- ACS has committed to \$5,000 for the SE CRC Consortium, the health department is working out how much they can contribute.
- Around \$50,000 is needed to host the SE CRC Consortium in Arkansas for 3 days. We will also be soliciting sponsors. The conference is expected to be in June.
- Dr. Makhoul said he spoke with UAMS and RASCO is interested in combining the conference with the SE CRC Consortium
- Dr. Berger would be the person to speak to about any questions regarding sponsorship and if the consortium has the same sponsors as RASCO
- RASCO, Summit, and the consortium should all work together and promote the next event at each event. ACC will attend the next RASCO meeting.
- Mosaic Temple Multicultural center – could use for a reception for the SE CRC Consortium.

Audit

Alicia Storey

Highlights reported by Rachael Moore

- ACC has signed the engagement letter for Przybysz in Fort Smith, Rachael has sent over some of the of items, they will send a list of what they need to Rachael.

Bylaws

Sara Eichmann

Highlights

- Nothing to report

Education & Outreach

Ronda Henry-Tillman

Highlights

- FY17 Progress Reports are now available. Board members have been given a copy, an electronic copy will be available on the ACC website.
- We could use the impact page of the progress report as a flyer. (there is a spelling error in the word received that needs to be fixed.)
- Dr. Tillman asked if UAMS could present FIT data at the Tobacco Symposium
- Collaborate on the gaps for CRC and Breast. Where are the Mammograms located at? ACC should ask for their schedule to share with members.
- Work more with Community Health Centers and AFMC.

Finance & Resource Development

Krista Thomas

Highlights reported by Rachael Moore

- CCC budget is a 19% increase from last year, now at \$160,000.
- TPCP budget is 202% increase from last year, now at \$300,000.
- Implementation budget is \$675,000.
- ACC's total budget is now \$1.135million. Congratulations ACC!

Implementation

Tina Gill

Highlights

- Nothing to report

Nominating

Paulette Mehta

Highlights

- Invite CHC to ACC meetings if not already attending, they could be a potential board member.
- Louise Scott has been added to the nominating committee

Personnel

Treg Long

Highlights

- Nothing to report

WRAP-UP

- We need to set a date for the February board meeting. The board agreed to change the date of the board meeting on Feb 5, 2019 to accommodate Dr. Makhoul's schedule. Kirsty will contact Dr. Makhoul's assistant.
- Tina adjourned the meeting at 1:04 pm.

Next Board Meeting

December 4, 2018

11:00 am – 1:00 pm

10825 Financial Centre Parkway

Little Rock, AR 72211



Board Meeting

December 4th , 2018

Bev Eckert, LCSW Present	Olivia Wyatt, LSW Present
Sara Eichmann, MPH Absent	Kirsty DeHan Present
Tina Gill, MAIOC (Chair) Present	Myca Hunthorp, BS Present
Ronda Henry-Tillman, M.D. (Secretary) Absent	Miriam Karanja, MBA Present
Treg Long, O.D. (Vice-Chair) Absent (Proxy to Krista)	Trena Mitchell, MA Present
Issam Makhoul, M.D. Absent	Rachael Moore, AS Present
Paulette Mehta, M.D., MPH Present	Nikki Taylor, BS Present
Michael Preston, Ph.D, MPH Present via phone	
Louise Scott, LSW Present	
Alicia Storey, RT Present via phone	
Krista Thomas (Treasurer) Present	

CALL TO ORDER

Tina Gill called to order the Board meeting of the Arkansas Cancer Coalition at 11:24 am on December 4th, 2018 at 10825 Financial Centre Parkway, Little Rock.

APPROVAL OF MINUTES

The minutes of September 4th, 2018 were reviewed.

A. Motion to approve minutes: Michael Preston

B. Second: Kirsta Thomas

Motion to approve minutes was voted unanimously in favor.

REPORTS

Executive Director Report

Trena Mitchell

Highlights

- First AR planning meeting October
- First Regional planning meeting November
- Secured the location
 - Signed contracts
 - DoubleTree
 - Robinson Auditorium
- Surveyed consortium members
 - Topics they want to hear
 - what to do now that the 2018 initiative is over?
- Potential additional funding from ADH
- Health department contact us about additional funding to go to the symposium
 - each invited grantee was funded \$6,000

Next regional planning meeting is December 6th

Trena and Miriam Traveled to Baltimore to the National Colorectal Cancer Roundtable on November 14-16, both presented at the roundtable

- Trena Mitchell presented during morning panel
 - Title "What Does Success Look Like? Part 1"
- Trena Mitchell and Miriam presented during Thursday's breakout session
 - Title "Effective State Roundtables in Action"

Dr. Mehta asked: How are you going to sustain good results?

Trena:

- Making sure key players are always at the table ACS AHD UAMS CDC, who also provides funding.
- Work with ACS to push legislation with colorectal cancer.

Tina Gill asked: What percentage is Arkansas Screening Rate?

Trena: 7.8% increase

Michael Preston added: We just got our colorectal program registered on the national cancers to research testing intervention program, now it's evidence-based space intervention and available on their website. Only 20 programs in the country and we are one of them.

Arkansas State Fair: October 11th – 21st

We were able to reach insured and under-insured.

-This year we did things a little different. Narrowed down our volunteers.

-We had a very successful event

- Health & Cancer Screenings and Education
 - Mammograms
 - FIT tests
 - CO Monitoring
 - Tobacco Quit line Referrals
 - Oral Health Screening
 - Blood Pressure
 - Glucose
 - Cholesterol
 - BMI
 - Information on all priority cancers (breast, colorectal, prostate, lung, and tobacco cessation)
 - Cancer prevention from Arkansas Minority Health Commission

Harding university is a big partner, Pharmacy students came to perform services.

- State fair total of 50 volunteers 5 partner organizations 37 oral health screening 6 mammograms 82 FIT tests
- 379 surveys 33 counties reached 4 red counties reached (Jefferson, Phillips, Poinsett, and Logan)
- Myca: we may have reached more red counties there is a chance that number is a little bit higher

Olivia Wyatt added: Why not go to all the county fairs to reach more of the red counties.

Trena: We wanted to do that last year, we just did not have the travel budget. This fair is the largest fair, and people travel to come to the AR State Fair. If we can increase our travel budget, this can happen.

-We can partner with someone who is already there, like the Health Department.

Alicia Storey added: St Bernard has a booth at Craighead County Fair is right in the middle of the red counties around the 3rd week of September (Invited us to be a part).

Tobacco and Disease Symposium

- Friday, November 16, 2018
 - Approximately 65 people attended
 - Good feedback from presenters and participants
 - Evaluation pending
- This year the focus was Motivational intertwining w/ Josheph Banken

Implementation grant

Mini grants

- Harding university major partner for the state fair, Little Rock chapter links
- Health cancer resources thru transportation
- End of third quarter evaluations should be in to know how to programs are going.

Helps with ownership, efficiency and reporting into apricot. Learn the system. Not intuitive as it is a new system with a few tricks and tips to be learned.

Unable to apply within the system but reporting to apricot.

Next cycle they will apply and complete everything through apricot

Feedback for apricot: once they learn it, they like it!

Increased Evaluators budget to be able to provide impact data on the projects

Site visits covering more than 900 miles insuring competitive grantees were on par with their spending rates, worked out logistics and any kinks within program to determine if the program was beneficial or is failing. Then to discuss and challenges they might be facing and need assistance with.

Nikki will be submitting a report on each one to our evaluator to then have an interim report finalized to judge the impact of competitive grants.

Competitive Grants

FY20 (July 1, 2019 – June 30, 2020)

Grantee RFA Webinar: November 30, 2018

ACC is now accepting Grant Application for FY20

December 1, 2018 – January 31, 2019

Scientific Review: February 11 – February 28, 2019

Dr Mehta asked: Do you have to have Taken the webinar to apply?

Trena: No, but you must have reviewed the webinar in order to know how to accurately apply. Webinar is Online

Cancer Summit

SAVE THE DATE for our AR Cancer Summit and 3rd annual tobacco

- Lisa Richardson is coming and it is confirmed still working out the logistics but she is intact on board and going to be in attendance.

- What is the Group Activity @ 2:15

Annette Gardner will be leading activity our CDC officer.

Question: Will there be an evening program?

Trena: Yes, there will be a reception this year, right before the summit. "20th so we are going to go all out." Celebrating with some of our pioneers of cancer control within in Arkansas.

There is a free Registration for ACC board members to both events the CODE is ACCBOARD100

Outreach events

- Faith Network Summit
 - September 14, at the Centre at University Park
- National Night Out
 - October 2, at West Central Sports Complex
- Move Your Body
 - October 27, at LA Fitness

Ebuzz

- Ebuzz goes out every month. Data base has be cleaned out so that we are only sending them out to people that are actually opening them up.
- Ebuzz contains in short our information on events, grants, etc.

Audit

Alicia Storey

Highlights reported by Rachael Moore

- All of our selections have been sent over
- Grant confirmations are waiting approval from the Department of Health
- They will put in an extension on it

Bylaws
Highlights

Sara Eichmann

- Nothing to report

Education & Outreach
Highlights

Ronda Henry-Tillman

- Covered earlier, nothing new to add on Education and Outreach.

Finance & Resource Development
Highlights reported by Rachael Moore

Krista Thomas

- CCC budget started August of 2018 instead of July there were a few hiccups but nonetheless August was the start date and to date there is only 40 percent spent.
- Even with it started we are at 40% spent 50% by January and Rachel is going to SPEND IT!
- 64,624.78 spent
- Grant was at 130,000 dollars
- New Grant will be 160,000 Dollars
- Things we have spent this money on include:
 - Education support
 - Outreach
 - Screenings
 - Ad's for Cervical, colorectal and breast cancer
 - Travel
 - Sponsorships
 - Overhead Salaries
- TPCP on fringe portion
 - Did not start until October 1st so the percentage is at 7% however Rachael will sit with Miriam and Trena to come up with a plan to spend it
 - Increased time on grant
- Grant total 98,000 but it was allocated more money, now grant total is 300,000.
- IMP 38% spent majority goes to competitive grantee and their spent is good
- Some travel and some database, evaluator, and on mini grants.
- Tina: how often do you have contact with major competitive grants?
 - In contact at all times.
- Rachael from powerpoint
 - ACC CDCC Fiduciary \$21,888.89
 - 20th Summit \$264.00
 - UNRESTRICTED \$37, 221.80

Implementation
Highlights

Tina Gill

- Nikki asked: Anyone wants to sign up for scientific review
 - Kirsta said: to sign up Treg and herself
 - Send Dr Mehta: how to use apricot
- Close to 40 applications for the webinar
 - 33 Registered Organizations

Nominating
Highlights

Paulette Mehta

- If anyone knows of anyone interested of being part of the board of directors, Dr. Mehta is coming at the end of her term, Tina Gill is coming to the end of her first term, will talk to Treg about second term
- We are looking for people who have everything to bring to the table not just anybody and geographical diversity
- Send a special invite before Christmas
- Send out a reminder email for this above

Personnel

Treg Long

Highlights reported by Tina Gill

The Arkansas Cancer Coalition Board met today and after the regular meeting, the Board met in Executive Session and voted to give Trena Mitchell, the Executive Director, an Outstanding Rating and offer a bonus of \$1,500, to be paid as soon as the documentation is received. Trena was told of these decisions immediately following the meeting.

Further, it was decided that the Personnel Committee will meet early in January to follow up from discussions regarding overall staff compensation and to determine the level of budgetary requests having to do with personnel in the new funding year.

WRAP-UP

- The meeting adjourned at 1:09 pm.

Next Board Meeting

February 19, 2019

11:00 am – 1:00 pm

10825 Financial Centre Parkway

Little Rock, AR 72211



Board Meeting

February 19, 2019

Sara Eichmann, MPH, CHES Absent	Krista Thomas Present
Ronda Henry-Tillman, M.D. (Secretary) Present	Olivia Wyatt, LSW Absent
Treg Long, O.D. Present	Kirsty DeHan Present
Issam Makhoul, M.D. Present	Miriam Karanja, MBA Present
Paulette Mehta, M.D., MPH Absent	Trena Mitchell, MA Present
Tina Gill, MAIOC (Chair) Present	Rachael Moore, AS Present
Louise Scott, LSW Present	Nikki Taylor, BS Present
Michael Preston, Ph.D, MPH Present	Myca Hunthorp, BS Present
Bev Eckert, LCSW Present	Eva Lepe Present
Alicia Storey, RT Present	

CALL TO ORDER

Tina Gill called to order the Board meeting of the Arkansas Cancer Coalition at 11:20 am on February 19, 2019 at the Arkansas Cancer Coalition offices.

APPROVAL OF MINUTES

The minutes of December 4th 2018 were reviewed.

A. Motion to approve minutes: Alicia Storey

B. Second: Krista Kirskey

Motion to approve minutes was voted unanimously in favor.

REPORTS

Board Chair Report

Tina Gill

Highlights reported by Treg Long

A. 9 Habits CC Coalition Assessment

Enable you to quickly assess coalition functioning related to that Habit. You will also be able to see the different perceptions of how the group you are working with views the coalitions efforts in that Habit area.

- 13 questions and the average scores were between high 3 but mostly 4 to 5.
- there are good numbers BUT - what is next?
- Members have said what they want but it is up to us to shape to what they want
- Decide what Habit/s we want to dive into on next meeting May 7th 2019, and do better.
 - a. Habit 6
 - b. Habit 2
- Talk to partner states to see what worked for them
- Document everything the coalition is doing

Habits 2,5,7, and 8 are areas with 4s

Makhoul suggests we look into all the ones that scored less (funding being the lowest)

How many members do we have?

Rather than how many members we have, it is how many are active

Each member needs something different. We have to do something that is more appealing to keep members active. Round tables is a way to be involved. In a survey, they expressed wanting once or twice a year involvement.

Find a way to send our message to bring people towards us, and increase memberships and engagement.

Communication is key!

Executive Director Report

Trena Mitchell

Highlights

Surveyed parents about smoking in their families

Nikki and Miriam worked on the data to put into the newsletter (got published!) on CDC

(first one was the AR state fair)

We were able to train the staff and expanded education to the parents

Tina asked: How can we put this in front of groups and members to let them know that we appreciate them? How do we promote them?

- Posters, billboards in the VA
 - a.Target: Members mainly

Makhoul suggested: Send one email with one line on it and the link. Something more appealing

Louise: Is it possible to present at rounds?

Yes it is possible

Treg suggested a monthly progress report. How do we get better as a coalition?

SE CRC

Registration is now open, currently have 4 people registered.

-Staff, speakers, sponsors, and planning committee may not yet have registered

-Speakers have a code to register for free but are responsible for their travel accomidations

March does not have a meeting due to everyone's meetings, but April it will be resumed

AGENDA

Day 1

Morning set aside for travel

<i>12:00-1:00PM</i>	Registration (ongoing throughout conference)
<i>1:00-2:00PM</i>	Welcome/History of the Southeastern CRC Consortium
<i>2:00-3:00PM</i>	Arkansas Foundation for Medical Care
<i>3:00-3:15PM</i>	Break
<i>3:15-4:30PM</i>	State Colorectal Cancer Roundtable Discussion
<i>4:30-5:00PM</i>	Roundtable Wrap Up
<i>5:30-7:00PM</i>	Reception & Networking

Day 2

<i>8:00-8:30AM</i>	Registration and Continental Breakfast
<i>8:30- 9:00AM</i>	Welcome
<i>9:00-9:30AM</i>	Speaker Slot
<i>9:30-10:15AM</i>	ACO's and MCO's – Panel
<i>10:15-10:30am</i>	Break
<i>10:30-12:00PM</i>	Concurrent Workshops <ul style="list-style-type: none">Workshop A Genetics and Family HistoryWorkshop B Working with Large Health SystemsWorkshop C Successful CRC Patient Navigation Programs
<i>12:00-1:30PM</i>	Lunch with Keynote
<i>1:30-2:15PM</i>	Group Exercise
<i>2:15-3:45PM</i>	Concurrent Workshops: Equity and Disparities <ul style="list-style-type: none">Workshop A LGBTQ PopulationsWorkshop B Hispanic and Asian PopulationsWorkshop C Faith Based Communities

<i>3:45-4:00PM</i>	Break
<i>4:00-5:00PM</i>	Value Based – Return on Investment
<i>5:30-7:00PM</i>	Poster Sessions, and Sponsor Exhibit

Day 3

<i>8:00-8:30AM</i>	Breakfast and Registration
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8:30-8:45AM	Welcome-
8:45-9:45AM	Reaching the Insured Population
9:45-10:45AM	Get Your Rear in Gear – Survivor’s Panel
10:45-11:45AM	Group Exercise
11:45-12:00pm	Call to Action and Remarks
12:00pm	Farewell
Lunch on your own	

Tuesday March 26, 2019 is the Awards Reception, day before the summit.
Please Register for free for the Cancer Summit : ACCBOARD100
Trena added: Big Media push for the ADH BeWell.

Audit Committee

Alicia Storey

Highlights reported by Rachael

990 and financials Audit

We haven’t had any concerns, it’s a standard audit. Only problem was trying to get letters from the state.
Done by the middle of December and the rest in January. Didn’t find anything wrong.
We will look and observe the document and it will be approved next meeting.

Bylaws Committee

Sara Eichmann

Highlights

-Nothing to report

Education & Outreach Committee

Ronda Henry- Tillman

Highlights reported by Trena Mitchell

Toad suck daze in May

-provide sun safety, tobacco cessation

HPV Conference March 1st

AR State Healthcare Fair March 1st

Finance Committee

Krista Thomas

Highlights reported by Rachael

Comprehensive Cancer Control - Federal \$

Total budget \$160,000.00

Total expensed \$93,326.90

Percent Remaining: 42%

Total remaining \$66,673.10

This report is through December. Did not start until August Spend rate is by 50% by January

Tobacco Prevention & Cessation Program – Master \$

Total budget \$300,000.00

Total expensed \$94,900.31

Percent Remaining: 68%

Total remaining \$205,099.69

Grant did not start until October Approved for Myca and Kirsty to go to an E-cig conference

Step UP: Implementation – Tobacco Excise Tax \$

Total budget \$675,000.00
Total expensed \$456,559.28
Percent Remaining: 28%
Total remaining \$218,440.72

Total ACC Grant Funding \$1,135,000.00
Total budget \$1,135,000.00
Total expensed \$644,786.49
Percent Remaining: 43%
Total remaining \$490,213.51

Account	Balance
ACC CDCC Fiduciary	21,888.89
Summit 20 th	39,711.12
UNRESTRICTED	36,653.25
SE Colorectal Cancer Consortium	300.00

We are officially a 1-million-dollar coalition – where does that money go (Makhoul)

- Programs
- Staff
- Overhead
- Grants
- Clinics
- Motivational Interviewing

The outcomes and numbers are in our progress report.

Most of the programs are just wrapping up so they will be projected in the next progress report.

Implementation Committee

Tina Gill

Highlights reported by Trena Mitchell

- Covered

Nomination Committee

Paulette Mehta

Highlights reported by Trena Mitchell

It went out on the ebuzz that we were looking for board members and we only received one applicant.

Dr Evans Lothery is an active member of the ACC.

Travis Montgomery would be a very good fit for our Coalition.

3 rolling off: Sara Eichman, Paulette Mehta, and Krista Thomas

Makes 11 for the year deadline is right before summit

Abby Holt would be great

Dr Malak

Personnel Committee

Tina Gill

Highlights

- Nothing to report

Officers:

February 19, 2019

New Treasurer Louise Scott

-Alicia made motion
-Krista second
New secretary Dr. Makhoul
Krista made motion
Alicia second
Chair and Vice Chair are still good

Wrap-up & Adjournment
Highlights

Tina Gill

When are we due to update the cancer plan?
-July of this year
We do not have a timeline but will make it available when done.

Meeting adjourned at 12:54 pm

Next Board Meeting

May 7th 2019

11:00 am – 1:00 pm

Arkansas Cancer Coalition

10825 Financial Centre Parkway

Little Rock, AR 72211



Board Meeting

May 7, 2019

Bev Eckert, LCSW Present	Louise Scott, LSW (Treasurer) Absent
Kenya Eddings MPH, CRS Present	Alicia Storey, RT Present
Tina Gill, MAIOC (Chair) Present	Lisa VanHoose PhD, MPH, PT Present
Ronda Henry-Tillman, M.D. Absent	Olivia Wyatt, LSW, OSW-C Present
Abby Holt Present	Trena Mitchell, MA Present
Marian S Lothery Present	Miriam Karanja, MBA Present
Treg Long, O.D. (Vice-Chair) Present	Rachael Moore, AS Present
Issam Makhoul, M.D. (Secretary) Present	Nikki Taylor, BS Present
Sharp Malak MD, MPH Present	Myca Hunthrop Present
Travis Montgomery Present	Kirsty DeHan Present
Michael Preston Present via phone	Eva Perez Present

CALL TO ORDER

Tina Gill called to order the Board meeting of the Arkansas Cancer Coalition at 11:10 am on May 7, 2019 at 10825 Financial Centre Parkway, Little Rock. Tina welcomed the new board members. Board members introduced themselves.

APPROVAL OF MINUTES

The minutes of February 7, 2017 were reviewed.

A. Motion to approve minutes: Alicia Storey

B. Second: Bev Eckert

Motion to approve minutes was voted unanimously in favor.

REPORTS

Executive Director Report

Trena Mitchell

Highlights

20th Arkansas Cancer Summit

-SAVE THE DATE March 30, 2020

Attendance: 150

Awards Reception - 50

Arkansas Cancer Summit - 127

Tobacco Control Conference – 113

ACC Membership

30 first time attendees invited to become ACC members

28 received CEUs for CHES, Nursing & Resp. Therapy

Profit: \$16,000

Common Action Plan Summary from Evaluations

Cancer Control

Health Literacy and overcoming cultural barriers

Patient education and engagement

Access to care

Engaging new partners and communities

Funding and staffing

Tobacco Control

Comprehensive tobacco control policies

Educating on the impact of tobacco use

Cessation Services/NRT

Enforcement/Implementation

New trends/tobacco products

Ideas for next year's Summit

- Planning committee will start in July. Updates will be sent out.
- With the national people that came in, did you have a one on one discussion with them?
 - Annette Gardner and Lisa Richardson raved about how wonderful the Summit was, Arkansas is one of the premier states, strong solid Coalition. They were thrilled that they were invited to the summit. Helps secure funding because they see the work and see where the money is going to. Dr Richardson is coming back to the Colorectal Cancer Consortium.
 - Marian: Take cancer plans and do some small groups
 - Refers to document: Action Plan, Arkansas Cancer Planning
 - Makhoul: Targeting youth/ young people who are getting involved in bad habits
 - Lisa: SWAG- Student Wellness Advocacy Group, try to tag in with this group.
 - Treg: Figure out how to connect with Project Prevent. Get together and see who already has a teen advocacy component. That could be someone to bring into our summit.
 - Makhoul: Divide and concur to see what other states are doing.
 - Trena: It would take a lot of time and capacity, which we won't be able to squeeze into our current schedule. We need to connect to what is already available, case in point Project Prevent.
 - Lisa: HOSA (health occupation student association) can be the primary and ACC can be a partner.
 - Myca- UAMS health behavior advertise it to the students and see if students are interested in doing this for us.

SE CRC Consortium Symposium

- Comprised of 12 states
- Texas Arkansas Mississippi Louisiana Kentucky Georgia Alabama Florida North and South Carolina Tennessee Puerto Rico
- 1st – Atlanta, ground work 2nd – Puerto Rico, Data 3rd – New Orleans
refer to hand out: SE CRC Agenda
- We have been working with REAR and GEAR, We will honor Frankie Melendez
- Donna Terrell will be speaking and will also be awarded.
- David Lee Nelson will be performing a funny skit about his diagnosis
- June 19th – 21st we will be at the Double Tree Little Rock
- \$300 registration is set by the committee
Board members can have room and registration for free ACCBOARD19
- 68 people registered so far
Atlanta and Puerto Rico had about 120
New Orleans had about 200

Tobacco

We got an expanded grant with TCP. New activities were to partner with two clinics to provide cessation programs.

Dr Banken has moved to Oklahoma so we need to contract out with someone else
Lee County has about 4 clinics Delta Area. Trained 13 providers and motivational training with Dr Joseph Banken. Change their EMR system. Dr. Julia Kiseck will come and train and shooting for May
ARcare has clinics all over (almost 30)

Lisa: Target Rehab providers, train on cancer control, motivational speakers.

Trena: we are looking for clinics who are interested. We provide them with CO monitor after going through the training.

We worked with a daycare to provide a comprehensive tobacco free policy (Grandmas house) they have decided to go completely tobacco free on their entire property.

Toad Suck Daze

Signed Limited Tobacco free policy, some zones.

We provided Blood Pressure test, CO, Weight, Height, BMI, Fit tests (16), Sun Safety

Kapka homeless project in Conway

Huge health screening fair for homeless people. We provided information on cancer, and distribute 2 Fit kits

UAMS black Expo

Offered a survey

AR Health and Wellness Fair

8 people for CO

44 people were Surveyed

LR Serve the Rock

LR Chamber, we surveyed as well

- 9 Habits CCC
 - We will be talking more about it in the Board Retreat.
 - We won't start next years until August
 - 300 or 600 selections for Rachael
 - Feb of next year

Audit

Alicia Storey

Highlights

Referred to Rachael

- We won't start next years until August once everything is closed out.
- Audit normally completed between December and February

Bylaws

Treg Long

Highlights

- Tina would like to post the Bylaws on website
- Rachael: All documents are open now.

Education & Outreach

Ronda Henry-Tillman

Highlights

*Outreach information above in Executive Directors Report *

Finance & Resource Development

Louise Scott

Nothing to Report

Implementation

Tina Gill

Highlights

- Fifteen (15) applications to Scientific Review
- Fourteen (14) applications advanced to Peer Review phase
 - One (1) failed scientific review

Reviewers

- Scientific Review (7): (February 11-28)
Reviewers: Tina Gill, Treg Long, Krista Thomas, Dr. Issam Makhoul, Alicia Storey, Louise Scott, Beverly Eckert
- Peer Review (12): (March 11-29)
Reviewers: Christy McCreight, Katherine Donald, Dr. Bonnie Hatchett, Dr. Sangeetha Surianarayanan, Dr. Milan Bimali, Shannon Cook, Carolyn Garrett, Julia Goodwin, Heather Kindy, Reid Landes, Dr. Marian Lothery, and Christy Campbell.

Funding Amount Available

A total of \$330,000.00 has been allotted through ACP Implementation funding for competitive grants.

- Average Funding Amount: \$44,333.76
- Range of awards: \$35,000 - \$55,000
- Projected FY2019 Funding: \$310,336.32* (n = 7 applicants)

*Remaining balance \$19,663.68 will be used to fund mini grants.

Selection Categories

Categories were established to select applicants that met the criteria of the RFA. The categories established include first time applicants, red county focus, and ACP Cancer Focus Areas.

Vote: On Arkansas Cancer Plan Competitive Grant

Lisa Moved to accept

Kenya second

Nominating

Tina Gill

Highlights

Nomination is wide open, if anyone is interested.

Highlights

- Trena will update staff

During the May 7, 2019 ACC Board meeting, an Executive Session was called and staff, with the exception of the ED, Trena Mitchell, were asked to step out of the room. Trena was asked to clarify the intent behind the proposed Performance Review and Bonus Structure for staff compensation (see below as well as attached) and was then asked to step out.

A lively discussion ensued and ultimately the Proposal was approved with the following caveats:

- a. This approval is for a one-year only trial to be revisited by the Board each year
- b. The Proposal will be implemented only as funds are available

The Performance Review Premium should take place in FY 2020, as determined appropriate by the ED, and the Annual Career Service Recognition Payments may occur upon the staff member's next anniversary date.

1. Performance Review Premium

The Arkansas Cancer Coalition has established a maximum percentage for Annual Performance Review Premium and Career Services Recognition that could occur in each of the three new categories of performance measures. It also set a cap for the Coalition on how much total money the Coalition may spend on Annual Performance Review Premium and Career Services Recognition. The maximum money the Coalition may spend for bonuses may not exceed 2.8% of total annual revenue. The 2.8% cap allows the Arkansas Cancer Coalition to spend \$31,780 for fiscal year 2020.

Bonus formulas will be based on current job descriptions that depict levels of responsibility and level of performance.

This results in the following percentages for ACC employees:

- Role Model – 3%
- Highly Effective – 2%
- Solid performer – 1%
- Needs Development – 0%

2. Annual Career Service Recognition Payments

An employee who meets eligibility requirements established by ACC Personnel shall become eligible for annual career service recognition payments on the anniversary date of the completion of such service according to the following schedule:

ACC SERVICE ANNUAL PAYMENT

- 3 to 5 years \$200
- 5 to 7 years \$400
- 7 to 10 years \$600
- 10 and above \$1000

This structure was adapted from the Department of Finance and Administration for Arkansas state employees. Amounts and percentages have been lowered to reflect the fact we are a non- profit organization.

WRAP-UP

July or August for the board retreat TBD

Meeting adjourned at 1:17 pm

Next Board Meeting

September 17, 2019

11:00 am – 1:00 pm

10825 Financial Centre Parkway

Little Rock, AR 72211