Northeast Florida Cancer Collaborative

Thursday, February 21, 2013
3:30 – 5:00 PM
Duval County Health Department
900 N. University Blvd
Jacksonville, FL 32211

AGENDA

3:30pm Welcome and Introductions

3:40pm Project Updates
   - Patient Navigation
   - Online Cancer Resource Guide
   - Dress in Blue Day (MARCH 1, 2013)

3:50pm Community Highlight:
    Jessica E. Peterson, BSH
    Community Navigator
    Screen for Life, Colorectal Cancer Control Program

4:20pm Strategic Planning Session
   - Organizational Structure
   - Mission
   - By-laws

4:50pm Announcements & Meeting Evaluation

NEXT MEETING

Thursday, March 21, 2013
3:30 – 5:00 pm
Duval County Health Department
900 N. University Blvd
Jacksonville, FL 32211

All presentations and minutes will be available electronically after each meeting.
Thank you for your time and participation.
Northeast Florida Cancer Collaborative
Meeting Notes: February 21, 2013

Attendees:
Karen Mitcham, Community Hospice
Jocelyn Turner, DCHD
Susan Cohn, HPC (staff, Cancer Coordinator)

1. Introductions were deemed unnecessary. Susan notified the partners that the Agenda was incorrect as the Community Highlight speaker has come down with the flu and will hopefully be able to attend the March meeting.

2. The group discussed potentially having the Collaborative meeting at a different time or on a different day – or at a different location. Susan will try to get feedback from the partners re: a different time or day via a Survey Monkey tool.

3. Project Updates
   • Susan asked Jocelyn for assistance in distributing information re: focus groups for the Patient Navigation project. Susan will follow-up with all partners to get focus group participants.
   • Nothing to report re: Online Cancer Resource Guide.
   • Reminder about Dress in Blue Day on March 1st.

4. Strategic Planning. A sample of possible organizational structures was handed out. The group agreed that Option B (with proposed changes in strikethrough/underline format) would be best initially, possibly moving to Option C as the Collaborative matures. See below. Karen Mitcham has agreed to be one of the co-chairs for the group and specifically requested being Co-Chair #2 given her current commitment level. The Collaborative is still actively seeking additional leadership.

   A.) **Steering Committee** - An *advisory committee* usually made up of *high level stakeholders* and/or *experts* who *provide guidance* on *key issues* such as *policy* and *objectives*, *budgetary control*, *marketing strategy*, *resource allocation*, and *decisions* involving actions and potential *expenditures*.

   **Co-chairs:** Help formulate policy and participate in discussions and decisions that affect the entire organization. Ensures that each meeting is planned effectively, conducted according to the by-laws and that matters are dealt with in an orderly, efficient manner. Recruits new members and communicates the organization’s mission.

   **Sub-committees or Workgroups:** A sub-committee is a small group of people assigned to focus on a particular task or area. At periodic meetings prior to each calendar deadline committee
members develop future programs, evaluate past programs, brainstorm new ideas and get to know each other.

The committee chair serves as chair of the meetings, facilitating discussion and encouraging members to participate in discussions. At the end of the meeting, the chair recaps what the group has agreed upon, including who has what responsibility.

Examples:
1. Access to Care Workgroup
2. Cancer Risk Reduction Workgroup
3. Survivorship and Quality of Life Workgroup
4. Synergy and Networking and Communications

Cancer Coordinator: Provides support to the Northeast Florida Cancer Control Collaborative efforts – builds capacity; maintains partner database and website; facilitates all correspondence; helps to identify local, state, and national funding sources to support the Collaborative; assists with the coordination, implementation and evaluation of Northeast Florida Cancer Control Collaborative activities; convenes, facilitates and provides support for the Northeast Florida Cancer Control Collaborative, and the workgroups or ad hoc committees as needed; prepares and distributes electronic and paper correspondences regarding meetings, events and activities.

B.) Committee Leaders - Consists of Collaborative partners in committee leadership roles; mandated by the group to carry out specified functions, programs, or projects.

Examples:
1. Breast Cancer Sub-group
2. Prostate Cancer Sub-group
3. Colon Cancer Sub-group
4. Tobacco-related Cancer(s) Sub-group.

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5. Networking and Communications were discussed.

• Jocelyn mentioned related groups and coalitions such as the NE FL Medical Society, the Men’s Health Coalition (Men’s Health Summit on June 21st; and the group meets on the 2nd Thurs. of every month – March meeting is at 6 pm).
• The NE FL Hispanic Medical Association is having a Health Fair at Havana Jax on March 30th.
• Health Fair at the Hispanic Church of God on March 23rd.
• Susan to make promotional materials to increase awareness about the Collaborative.
• As the Collaborative progresses, the Networking & Communications Committee could work to staff these types of events.
6. Susan announced that the next meeting is on **Thursday, March 21st at 3:30 pm**. The Collaborative will meet in the Duval County Health Department’s University Boulevard location, Smith Auditorium. However, Susan will send around a Survey Monkey link to determine if there is a better time or day for the Collaborative to meet.