



**North Dakota Cancer Coalition (NDCC)  
Steering Committee Meeting  
Monday, August 23, 2021 | 12:00 p.m. CT**

**Officers Present**

Julie Garden-Robinson, Chair, [NDSU Extension](#)  
Brian Halvorson, Vice Chair, [Grand Forks Public Schools](#)  
Pam Gahr, Past Chair, [Essentia Health](#)  
Shannon Bacon, Past Chair, [Community Healthcare Association of the Dakotas](#)  
Laura Scott, Secretary, [Sanford Health](#)  
Maria Schmidt, Treasurer, [Roger Maris Cancer Center](#)

**Steering Committee Members Present**

Jodie Fetsch, [Custer Health](#)  
Brad Hawk, [Commission on Indian Affairs](#)  
Susan Mormann, [NDDoH, Director Community and Health Systems](#)  
Cristina Oancea, [ND Statewide Cancer Registry](#)  
Janna Pastir, [NDDoH, Health Promotion](#)  
Jesse Tran, [NDDoH Comprehensive Cancer Control, Program Director](#)  
Kaylee Vandjelovic, [American Cancer Society](#)  
Zheng, Yun (Lucy), [ND Statewide Cancer Registry](#)

**Steering Committee Members Absent**

Judy Beck, [Quality Health Associates of ND](#)  
Tinka Duran, [Great Plains Tribal Chairman's Health Board](#)  
Justin Jones, [American Indian Cancer Foundation](#)  
Shane Jordan, [Trinity Health Cancer Center](#)  
Jolene Keplin, [Turtle Mountain Tribal Health Education](#)  
Tara Schilke, [Bismarck Cancer Center](#)  
Mary Sahl,  [Fargo VA](#)  
Lisa Tocchio, [BCBSND](#)

**Others Present**

Geneal Roth, [Coalition Manager](#)

Julie Garden-Robinson, Chairman, called the meeting of the North Dakota Cancer Coalition (NDCC) Steering Committee to order on Monday, August 23, 2021, at 12:01 p.m. CT.

**Meeting Minutes**

Minutes of the April 26, 2021, Steering Committee meeting were reviewed. Shannon Bacon made a motion to approve the minutes as presented; second by Janna Pastir. Motion carried.

**Bylaws Change**

Julie reviewed the North Dakota Cancer Coalition proposed Bylaws change which reflects the addition of the Coalition Manager position as follows:

**Article XI. Coalition Logistics & Management**

1. Coalition Manager. The Coalition Manager shall:
  - a. Maintain email listserv database
  - b. Create news and informational communications and distribute to membership
  - c. Coordinate with Implementation workgroup leads and outside contractors on the development of outreach, awareness, and educational materials and media pieces
  - d. Update and maintain NDCC website
  - e. Maintain member database and workgroup/committee email lists
  - f. Contact new members and provide orientation to Coalition and workgroups

- g. Introduce new members to implementation workgroup leads
- h. Lead member recruitment efforts and member recognition
- i. Respond to member questions and concerns
- j. Create and send meeting calendar invitations
- k. Assist Executive & Steering Committees in the planning of in-person and virtual meetings and events
- l. Manage and coordinate logistical considerations for meetings and events
- m. Coordinate with guest speakers for meetings and conferences
- n. Take meeting notes and minutes
- o. Facilitate meetings in absence of committee or workgroup leads
- p. Process invoices, issue payments, and complete requests for reimbursement
- q. Assist in the development of project budgets and timelines
- r. Assist Executive Committee in the review and execution of contracts and agreements
- s. Assist Treasurer in maintaining financial records and reporting

Janna Pastir made a motion to approve the Bylaws change as presented; second by Maria Schmidt. Motion carried.

### **Comprehensive Cancer Control (CCC) Subcontract Recipients**

Julie shared a chart of CCC subcontract recipients. Jesse Tran provided a background on the competitive process for funding these subcontracts. They are offered annually and assist the Comprehensive Cancer Control Program with local implementation of strategies to meet the goals of the statewide cancer control plan. Technical assistance for these subcontracts is provided by the Department of Health through the Comprehensive Cancer Control Program. Julie suggested the NDCC connect with the grant recipients to align efforts where appropriate as well as make them aware of other subcontractors working on similar topics. Julie and the Coalition Manager will prepare an email to be sent to the subcontractors.

### **Coalition Priorities | 2021-2022**

Julie shared the notes taken from the NDCC Annual Meeting breakout sessions. She indicated the Executive Team had met to develop recommendations for activities for the coming year. These recommendations are as follows:

#### **Overarching Education**

- Connect with Schools of Nursing and College Student Health Departments to collaborate on cancer-related education
- Provide professional education (not to exceed quarterly) for Coalition members and healthcare community (e.g., increase in cancer rates in younger patients, etc.)
- Focus on materials for cancer awareness months (breast, colorectal, lung, skin, etc.)

#### **Melanoma**

- Develop (and research existing) Sun Safety/Melanoma Awareness Outreach Kit targeting college students
- Partner with Schools of Nursing to utilize nursing students for outreach to college students; connect with college Relay for Life teams; connect with student health organizations

#### **Survivorship**

- Develop (and research existing) resources for primary care providers working with cancer patients that addresses key survivorship needs/issues

Janna Pastir indicated the Chronic Disease Division is working on developing an ECHO series on a variety of topics and could include one or two sessions to address cancer. She will discuss this possibility with Comprehensive Cancer staff. CMEs would be available for these events through UND School of Medicine.

NDCC will pursue hosting an educational event this fall. Shannon stated ACS may have a subject matter expert on the topic of cancer rates in younger adults.

Julie stated she would seek to involve college students in developing cancer awareness messages to share on social media platforms currently used by their age group. Cristina Oancea will consider creating assignments for her biostatistics classes that will utilize ND cancer registry data to help develop messaging for public outreach and education.

The consensus of the Committee was to move forward with the activities recommended by the Executive Committee with the goal of engaging Steering Committee members as well as other Coalition members. Steering Committee members were asked to complete an interest survey from a link provided during the meeting.

### **2022 Meeting Schedule**

Dates for the 2022 meeting schedule were suggested as follows:

#### **Steering Committee** *(All meetings will be held at 12 noon CT)*

- January 19, 2022
- April 20, 2022
- July 20, 2022
- October 19, 2022

#### **Full Coalition Annual Meeting**

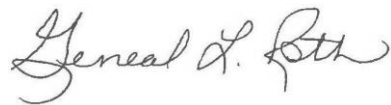
- June 15, 2022

The next Steering Committee meeting will be held Wednesday, November 17, 2021, 12 noon CT.

Recommendations for a candidate from the Altru Cancer Center to serve on the Steering Committee was requested. Members were asked to send candidate names to Geneal.

There being no further business, the meeting was adjourned at 12:58 p.m. CT

Respectfully submitted,



Geneal Roth  
Coalition Manager