

Meeting Record

Meeting Group Name: NH Cancer Fund Oversight Board (OSB)

Date of Meeting: May 8, 2009

Attendees: J. Ascheim, J. Miranda-Smith, J. Proctor, K. Madore, L. Mendham, L. Butterly (Chair), P. Davies, Y. Corbeil

Not present: B. Bridgham, B. Walker, J. Sias, J. Gersten, K. Bugler, L. Emerton, M. Fuller Clark, M. Dumond, N. Kane, R. Bye, B. Odell, S. LaFrance

Guests: P. Ames (ACS), B. Bukowski (DHHS), D. Fleming (DHHS), J. Ward (SEA)

Length of meeting: 1.5 hrs.

Respectfully submitted by: J. Proctor

Topic	Discussion	Committee Recommendations	Committee Actions
<p>Meeting record of March 20, 2009</p>			<p>Voted to accept the record as written.</p>
<p>Potential for funding: RFP process planning Role of work groups</p>	<p>Peter Ames gave a funding update. The House approved \$1 million per yr for the Cancer Fund. Expecting a decision in the Senate within the next couple weeks. The final funding level will be determined at the Conference of the Senate and House in late June. Funding would be available July 1 for a two-year period and would be non-lapsing. Funds would be allocated per the OSB recommendations made at the March 20 meeting (see meeting record) based upon final funding level. Even after G&C approval of contracts, funds are at risk until awarded. Risk increases over time.</p> <p>This Committee needs to prepare action steps needed to award funds in case funding becomes available. Questions to answered include:</p> <ul style="list-style-type: none"> ◇ Can contracts be awarded to the applicants selected in 2008 without another Request for Proposal (RFP) process? Will need to consider time periods, funding cycles and scope of services ◇ If RFPs are necessary, can the previously written RFPs be re-issued? ◇ Do new RFPs need to be re-written based upon new circumstances or gaps identified? ◇ Can RFPs be released prior to funding approval? Yes, but need to 	<p>Seek guidance from the individual work groups, starting with tobacco.</p> <p>Discuss conflict of interest issues prior to seeking this guidance and ask members to sign a conflict of interest form.</p> <p>Convene Tobacco work group and seek their recommendations regarding current prioritization of activities based upon evidence-based recommendations if funding becomes available.</p> <p>CDC Best Practices is a good resource. Need citations for best practices used to establish priorities.</p> <p>Address priorities for funding levels up to \$2 million.</p> <p>Notify Tobacco work group members in advance of the additional agenda item:</p>	<p>Joan Ascheim will seek DHHS guidance as to whether funds can be awarded without going through another RFP process.</p> <p>Joan Ascheim or Mike Dumond of DHHS and Peter Ames of ACS will address COI discussion with work group members.</p> <p>Judy will notify Tobacco work group of additional</p>

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	<p>consider the burden on the applicants if funding isn't approved. Work groups have expertise to recommend priorities to the OSB for funding. Conflict of interest (COI) issues could arise at work group discussions. Members need to be aware of the guidelines and boundaries that can be used to clarify COI for them. DHHS and the Legislative Ethics Committee have guidance available.</p> <p>Third party national experts can be contacted for guidance as needed if work groups are unable to agree about prioritization.</p>	<p>Recommendations for OSB re: prioritization of activities based upon various funding levels.</p> <p>Consider release of RFPs prior to funding approval at a future meeting.</p>	<p>agenda item in advance and schedule meeting.</p>
Tobacco Coalitions	<p>J. Ascheim informs that CDC reduced funding for tobacco coalitions. DHHS has informed the coalitions of a strategic planning change. Contracts/funds will no longer be directed to single-focus entities, but will instead be used to support local public health infrastructure through network sites. Future resources will be used to support regionalized, broad-based community partnerships. Tobacco funding would still be dedicated to tobacco efforts, but would be integrated into existing local level public health infrastructure.</p> <p>Lynn Butterly expressed CCC interest in community level efforts.</p>	<p>Tobacco work group should discuss implications since previous funding was allocated to coalitions.</p>	<p>Joan will present regionalization plan at the next meeting.</p>
DHHS & COI	<p>J. Ascheim informs that DHHS has no conflict of issues related to RFPs and funding and that staff can be involved in all discussions. DHHS has no fiduciary gain. Contracts are awarded based upon best practices. It was also mentioned that other institutions and individuals may not have fiduciary gain and therefore we will have further discussion of this issue.</p>		<p>Joan can discuss further at a future meeting.</p>
RFP process issues	<p>OSB conducted a survey of previous RFP process, but results have not been addressed at a meeting yet. Need to find a way to address previous issues to successfully move forward.</p>	<p>Address process clarification, transparency, COI at future meeting.</p>	<p>Chair to add to future agenda.</p>
Next meeting		<p>Conference call week of June 1. Agenda items: Funding update: P. Ames DHHS clarification of RFP process questions: J. Ascheim or Mike Dumond PH regionalization plan: J. Ascheim Conflict of interest: J. Ascheim Recommendations from the tobacco work group Evaluate need and plan for input from other work groups.</p>	<p>Judy will schedule week of June 1.</p>

Accepted June 9, 2009