

Breast Cancer Research Council Meeting Minutes
February 24, 2017 Council Meeting
1111 Franklin St #5320 Oakland, California

Members Present: Lisa Eli, Francine Halberg, Dave Hoon, Sarah Hutchinson, Marjorie Kagawa-Singer, Ghecemy Lopez, JoAnn Loulan, Lori Marx-Rubiner, Ana Navarro, Robert Oshima, Stina Singel, Joan Venticinque, Jeffrey Wasserman

Members Absent: none

Staff: Mary Croughan, Lyn Dunagan, Mhel Kavanaugh-Lynch, Carmela Lomonaco, Katherine McKenzie, Senda Poole

- I. Call to Order:** Marjorie called the council meeting to order at 9:00am.
- II. Approval of Minutes:** The council reviewed the minutes from the December meeting.

MOTION: Joan moved (Ghecemy seconded) that the council approve the December minutes as amended. The motion passed unanimously.
- III. Programmatic Review Preparation:** Katie took Council through programmatic review purpose and timeline. Katie noted that over the summer, she will ask the Council whether they have changes to recommend to the programmatic review process. Programmatic review materials will be sent to Council by March 30th and preliminary programmatic scores will be due to Katie June 5th. The scientific review dates are set: CPBS review committee on May 9th; CI review committee on May 11th. By May 11th, Council will be notified which applications were triaged. Katie walked committee through the programmatic review criteria and scoring. She also circulated the sign-up sheet so that Council members can sign up for the programmatic review committee.
- IV. Council Nominations for Chair/Vice Chair:** Council Nominations for Chair/Vice Chair: Mhel walked the Council through the procedures for nomination and election of Chair/Vice Chair. Anyone is eligible for nomination. Traditionally, Council has had a scientist and an advocate/non-profit occupy the two roles. Lori self-nominated for Chair. Ghecemy nominated Jeffrey for Vice-Chair. Jeffrey declined. Bob nominated Dave Hoon for Vice-Chair. Dave accepted.

MOTION: Marjorie moved to elect Lori for Chair and David for Vice-Chair. The motion passed unanimously.
- V. Council Member Recruitment:** Mhel summarized that we have two positions open. There is one open position for a scientist. We are looking for an environmental scientist. We need to have a member from a private university on our Council. Two private universities are Stanford and University of Southern California. Ghecemy will think of people at USC and

send to Mhel. JoAnn suggested Stephanie Jeffries (not environmental). Jeffrey Wasserman is affiliated with a private university. We are not out of compliance with our legislation. The second open position is for an advocate. We need advocates from outside the bay area, and can represent one or more underserved communities. Jeffrey recommends (re geographic diversity) - targeting some of the rural counties; public health directors; northern and eastern CA.

- VI. CBCPI Update:** Carmela gave the council an update on the status of implementation of CBCPI initiatives. Eight of 15 have been funded or are in pre-funding (Animal Models, Biomarkers, Chemical Testing, Firefighters Biomonitoring, Occupational Exposures, Paradigm, Primary Prevention Plan, and Risk Assessment). Chemical Policy and Ionizing Radiation have been reviewed but not funded. Chemical Policy re-conceptualized as an evaluation of Prop 65. And Prop 65 just closed. Consumer Products; Adverse Childhood Experiences are still open. The Immigration and Beef initiatives will be presented at the June council meeting.

Water RFP: Carmela asked Council for feedback on the RFP. There was some discussion among Council members on how proscriptive to be in the RFP. Council suggested adding language in 'justification of samples' to reflect incidence rates; and give a clear sampling strategy. Looking at fracking; bottled water. Take out the part of number 3 'elucidate connection to breast cancer.' We may want this RFP to target specific areas of the state and may want to focus a fourth line on areas of high risk.

MOTION: Lori moves (Dave seconded) to release this RFP with the revisions Council requests. The motion passed unanimously.

- VII. PI-3 Update:** Key PI-3 Planning Tasks include (1) Award Science Convener for Program Initiatives 3; Design and Launch Breast Cancer Grand Challenge; Summarize SRI (and when available, CBCPI) Outcomes. Carmela gave update on the SRI evaluation. She shared with Council preliminary themes from the data from the first 13 survey responses (of 26).

Margie did her Meet-a-Member Presentation during lunch

- VIII. Community Initiatives Update:** Senaida gave update to Council on CRC and QuickStart. QuickStart Cohort 2016 activities are complete. QuickStart 2017 cohort – outreach and technical assistance efforts are underway.

IX. Committee Reports:

- a. **Advocacy Involvement:** Joan and Senaida demonstrated the webpage that holds technical assistance materials for investigators. Coming in the future: transcripts of webinars and modules; survey link on website; and videos on the website – testimonials from investigators and advocates.

- b. **Evaluation/Priority-Setting:** Senaida gave an update on the evaluation of the translational mechanism. In June, the committee will come to the Council with recommendations on the Translational Mechanism.
- c. **Outreach:** Lori updated the Council on Committee's recent work. The Committee has decided to put into the parking lot, the idea of a southern CA conference, due to budget constraints; and to develop an executive strategy to raise awareness of CBCRP as a funding resource. The committee is focusing on revising the conference award process and will bring to the June meeting a proposal for a two-track award process (e.g. focus one grant on a larger organization; focus one grant on a smaller community led conference).
Idea: create database of grant writers who would like to assist organizations in their grant writing. Perhaps consider giving multiple awards to community track. Next steps: brainstorm ways to reach organizations; brainstorm ways to revise conference mechanism. The Council asked the Outreach committee to move forward with the plan to revise the conference award mechanism. Lori reviewed efforts to promote registration on the advocate database. Committee is asking Council to share the letter that the committee has drafted.
- d. **Policy:** Jeffrey reviewed the Barriers to BC Care in CA (Patient Perspectives) project. They are in the dissemination phase. There was a successful Sacramento briefing with a write up in newspaper. The key findings from the project were circulated. The PRAG is recommending another \$20K goes to investigator to investigate provider perspectives on the Barriers to BC care in CA. the committee's next topic will be to focus on environmental exposures. PRAG plans to request bid from another policy team.
- e. **Finance:** The amount of funds available to spend on grants in June is reduced compared to previous years. Mhel walked the Council through a summary of our revenue sources, operational expenditures, and grant expenditures. Mhel reviewed the 17-18 budget with Council. The program hopes to get more information regarding allocations prior to June meeting.

X. Director's Report:

a. Mhel presented an overview of the Department of Finance Meeting – Annual Financial Review. January draft governor's budget includes nine million dollars into the fund (90% of which comes to CBCRP). Yet the projection is five million. In May there is a 'May revise,' which is a revision of the governor's budget. We are hoping that it will be fixed by May, and we will know by June what our fate is. January governor's budget was out by time of DOF mtg. Agenda included the 17-18 allocation. Mhel walked through the spreadsheet of calculations that was shared with DOF. Calculations show we are somewhere between eight hundred to

eight hundred and sixty thousand dollars overdrawn, but not 2.9 million overdrawn. We are waiting for DOF to respond to this spreadsheet of calculations.

b. **Legislative Update:** It may have been an oversight that only tobacco tax money (and not other tobacco products tax money) comes to CBCRP through the Breast Cancer Act. Other legislation (Prop 99; Prop 10; Prop 56) taxes tobacco and other tobacco products. Plan is to realign our program with all the other existing tobacco tax programs. Mhel summarized steps to completing this realignment.

c. **Budget Bill Language:** Recent change to accounting makes it difficult for UC to have three years to encumber and five years to spend. Last year they switched UC to one year to encumber and 3 years to spend. The DOF is looking for solutions. If we need to move to one year to encumber, three years to spend – it will make it difficult to save for our program directed initiatives.

d. **Tax Check-off:** SB 440 taxpayers will be able to continue donating through 2024. (Our current legislation language is expiring in 2018). After March 18th, we'll be requesting letters of support.

X. Announcements: Katie announced opportunity to attend CPIC's conference on 3/4/17. It is partially funded by CBCRP. Please let Katie know by 2/27/17 if you would like to attend.

XI. Adjourn: Margie adjourned meeting at 3:45 PM.

