

**Associate Directors Monthly Meeting
MINUTES**

MEETING DATE/TIME	October 12, 2020 / 1:00 – 2:00 pm			
EXECUTIVE OWNER	Eileen White			
EXECUTIVE NOTE TAKER	Maureen Sabatella			
ATTENDEES		Present		Present
	David August	X	Edmund Lattime	X
	Adam Berger	X	Gina Londino-Greenberg	X
	Andrew Evens	X	Linda Tanzer	X
	Shridar Ganesan		Allison Warzala	
	Howard Hochster	X	Eileen White	X
	Yibin Kang			
	Anita Kinney	X		
INVITED GUESTS				

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Deputy Director's Report (White)	E. White raised the issue of faculty not having administrative privileges/rights on their laptops, ability for required updates, loading software, etc. Current telecommuting has further inhibited the faculty's work functions (i.e., disrupted Zoom meetings). Group concurred the need to prevent compromising security while allowing for simple updates to be made. Issue more prominent on MAC computers which is used by majority of Basic Research and leadership faculty.	E. White to escalate this matter and bring to the attention of D. Foran and S. Libutti.
Findings from BRHS Evaluation Group (Berger)	See attachment. Three meetings were held over summer on ORIEN & Biobanking, Clinical Trial Laboratory and Histopathology & PDX/PDO Services. Recommendations submitted to E. White and S. Libutti are as follows: <ul style="list-style-type: none"> • Move CTL from BRHS to OHRS under H. Hochster • Fill several positions as soon as possible • Stagger workforce since no overtime system in place • Expedite recruitment of permanent Director of BRHS • Review SKU's and make adjustments since they are out of date and not aligned • Suspend shipping to ORIEN until payments are received • Implement a Universal Consent mechanism for tissue use • For PDX service, request needed space from David Kimball in CHI vivarium. • Continue with BRHS Functionality meetings to further address ongoing issues. 	A. Berger will continue to update until a permanent Director of BRHS is appointed. A. Kinney would like a presentation about Universal Consent made to the CCAB. Suggested that E. Singer could be invited to speak due to his work with ethics. Population Science research faculty will be recommended for participation in the BRHS working group.
Clinical Trial Challenges Working Group (Hochster)	See attached slides. This group was established and is ongoing to better share decision making. They met in the Spring and issued a report to S. Libutti in July. Highlights are: <ul style="list-style-type: none"> • Agreed to accrual goal for FY21 of 400 (~35 accruals/month) • Request for \$300k to support IITs. • DSG's to set their own goals and open trials • Protocol guidelines are for portfolios to be determined by DSG's and to close studies which are slow accruing • Regarding staffing, request CTS position for each DSG, need float positions, shift routine nursing who serves research patients to clinic staff and request recruitment of translational researchers • For outreach, a well-attended meeting was held in July and resulted in the need for more social media presence, more advertising, increased data from other hospitals and more interaction with RWJBH oncologists. • New Pavilion should include space for clinical research. 	Group will continue to meet to discuss ongoing issues and budgets. A. Kinney recommended involving Population Science and Basic Research faculty in the DSGs.