

Associate Directors Meeting MINUTES

MEETING DATE/TIME	October 11 th , 2021 / 1:00 – 2:00 pm			
EXECUTIVE OWNER	Eileen White/Anita Kinney			
EXECUTIVE NOTE TAKER	Gina Londino-Greenberg			
ATTENDEES		Present		Present
	David August		Edmund Lattime	X
	Adam Berger	X	Gina Londino-Greenberg	X
	Andrew Evens	X	Linda Tanzer	X
	Shridar Ganesan	X	Allison Warzala	
	Howard Hochster		Eileen White	X
	Yibin Kang		Adrian Rodriguez	X
	Anita Kinney	X		
	Haejin In	X		

AGENDA TOPICS		
TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION /ACTION
Urgent Issues (Team)	A moment of silence was held for the memory of Dr. Joseph Bertino. It was noted that there are plans for a Lectureship to be set up in his honor.	
Deputy Director's Report (White)		
Catchment Area Updates (Kinney)	<p>The next CCAB meeting will be this week. Several Basic Research PIs will be interacting with this advisory board. It is very important for all Members to explain how their research reflects community needs and is responsive to these needs. Cancer Centers will not score well on their CCSG applications if they cannot show such community interaction. Program Leaders will be receiving a list of their Members' bidirectional interactions. A. Kinney and her team have been presenting at Research Program meetings to promote the CCAB and Research Cafés, where the Members can get direct feedback from the population that their research is intended to serve. It was noted that community engagement could be challenging for Basic Research Members, so they may benefit from being presented with multiple creative ways to engage the community. A. Kinney advised that the Members could also be credited with community outreach activities conducted by their lab members, including students (e.g., attending a "cancer walk" and distributing information).</p> <p>A. Kinney is currently working with the DSGs to assess how many trials within their portfolios are catchment area relevant. This process has also been helpful for informing DSG members on catchment area topics.</p> <p>Clinical trials enrollments are not doing well in terms of minority enrollments. CINJ will need to be creative in order to bolster enrollment of minority patients. It was noted that several DSGs do not have nurse navigators, while others are just too busy to help to navigate patients to enroll in clinical trials. The nurse navigators also have not been tracking how many patients they have referred to clinical trials. There are multi-level issues inhibiting clinical trials enrollments of minority patients, including lack of nurse navigation, fear, and mistrust. A. Kinney and her team put together a video to address these issues. Efforts are underway to strategically hire diversity within the nurse navigators. It was noted that delays in opening clinical trials may also be impacting enrollments overall, as clinicians may not want to delay treatment in order to get a patient into a trial. New Jersey Medicaid will soon cover clinical trials, which might also help enrollments. The SRB is now reviewing how well protocols reflect catchment area topics and if they have a minority enrollment plan.</p> <p>A future AD meeting should have "Biorepository Specimens Diversity" as an agenda item.</p>	<p>G. Londino-Greenberg will advise the admin support staff of the resident research faculty to also track community outreach activities being done by the lab personnel.</p> <p>L. Tanzer will communicate with C. Hayes about aiming promote diversity in hiring of the new Breast Nurse Navigator.</p>

	<p>The COE team will start attending the trainee seminars to educate the trainees about disparities and the catchment area.</p> <p>Members can be invited to the upcoming COE retreat. The next Rutgers/Princeton retreat is being planned for January 2022. The next Annual Retreat on Cancer Research in New Jersey will be held in May 2022, if it can be held in person.</p> <p>A. Evens noted that there will be an inaugural CINJ/RWJBH Clinical Practice and Research Summit in November 2021, which will involve the whole service line and reflect catchment area topics.</p> <p>Attendance to the MTB by community providers has increased and these providers also email S. Ganesan with cases for review. Per A. Kinney, such involvement in the MTB counts as bi-directional communication with the community.</p>	<p>A. Evens will send the invite for this summit to the ADs and see about coordinating messaging to promote this event.</p>
<p>IS&T Updates (Rodriguez)</p>	<p>Please see attached slide set. CINJ Lakehouse is a virtual environment that will provide virtual desktops that allow external collaborators to have access upon getting a guest NetID. These external collaborators will also be able to save information to these virtual desktops. Admin privileges will also be available using virtual machines.</p> <p>IS&T can work with administrators to give access to the BRHS Dashboard to Princeton University Members.</p> <p>In order to move away from research personnel using flash drives to transfer data from the computers linked to major equipment, it might be safer to upgrade these computers to have Internet access, rather than matching one flash drive to one equipment-linked computer. There are group policies that can be implemented to prevent the use of flash drives.</p> <p>IS&T is currently down to only 1 staff member with expertise in Mac computers, but active recruitment for another staff member is underway.</p>	<p>G. Londino-Greenberg will work with A. Rodriguez on appropriate messaging to Princeton University Members, to send out in collaboration with the Program Leaders.</p>
<p>Next Meeting</p>	<p>November 8th at 1:00 pm</p>	