



**Florida Cancer Control  
& Research Advisory Council**

## **General Membership Meeting**

**Friday, April 17, 2020**

**10:00 AM to 12:15 PM**

**Virtual Session Part 1**



**Florida Cancer Control  
& Research Advisory Council**

## **Mission Statement**

**The Florida Cancer Control and Research Advisory Council was established by the Florida Legislature in 1979, under Florida Statute 1004.435, with the purpose of advising the Legislature, Governor, and Surgeon General on ways to reduce Florida's cancer burden.**



## Florida Cancer Control & Research Advisory Council

### General Membership Meeting Agenda Virtual Session Part 1 Friday, April 17, 2020 10:00 AM – 12:15 PM

Meeting URL: <https://moffitt.zoom.us/j/9667166272>

Audio: 646-876-9923; Meeting ID: 966 716 6272

10:00 AM	<b>State Cancer Plan Implementation Discussion, Part 1</b>	<i>Dr. Chris Cogle and All State Cancer Control Stakeholders</i>
11:45 AM	<b>CCRAB Business</b>	<i>Drs. Chris Cogle &amp; Clement Gwede</i>
12:10 PM	<b>Next CCRAB Meeting – Virtual Session Part 2, May 29, 2020</b>	<i>Dr. Chris Cogle</i>
12:15 PM	<b>Adjourn</b>	<i>Dr. Chris Cogle</i>



## Florida Cancer Control & Research Advisory Council

### Florida Cancer Control & Research Advisory Council Membership

(April 2020)



**Chair**

Christopher Cogle, MD  
University of Florida Shands Cancer Center  
Senate President's Appointee



**Vice Chair**

Clement Gwede, PhD, MPH, RN, FAAN  
H. Lee Moffitt Cancer Center &  
Research Institute



Senator Lizbeth Benacquisto  
Senate President's  
Appointee



Robert Cassell, MD, PhD  
Association of Community  
Cancer Centers



Asher Chanan-Khan, MD  
Florida Hospital Association



Carole Duncanson  
House Speaker's  
Appointee



Patricia I. Geddie, PhD,  
APRN-CNS, AOCNS  
Florida Nurses  
Association



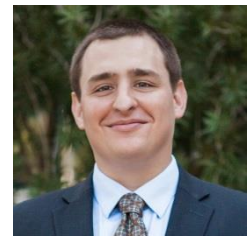
Representative Jamie  
Grant  
House Speaker's  
Appointee



Erin Kobetz, PhD, MPH  
Sylvester Comprehensive  
Cancer Center  
University of Miami



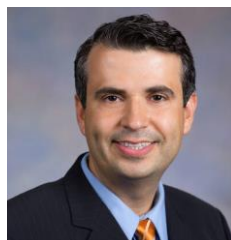
Nitesh Paryani, MD  
Florida Medical  
Association



Mitchell F. Peabody, DO  
Florida Osteopathic  
Medical Association



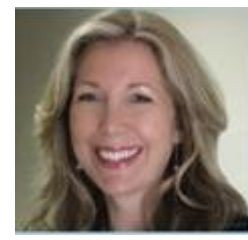
Scott Rivkees, MD  
Florida's Surgeon General



Ramzi G. Salloum, PhD  
University of Florida  
Shands Cancer Center



Amy Smith, MD  
Governor's Appointee



Megan Wessel, MPH  
American Cancer Society

# **BYLAWS OF THE FLORIDA CANCER CONTROL AND RESEARCH ADVISORY COUNCIL**

## **ARTICLE I: AUTHORITY, TITLE, AND DEFINITIONS**

- 1.1 **AUTHORITY:** The Cancer Control and Research Act (Section. 1004.435, Florida Statutes) establishes the Florida Cancer Control and Research Advisory Council (referred to as “the Council”).
- 1.2 **TITLE:** These bylaws may be known and cited as the bylaws of the Florida Cancer Control and Research Advisory Council.
- 1.3 **EXECUTIVE DIRECTOR:** Employee designated by Moffitt Cancer Center to administer the Council.

## **ARTICLE II: LOCATION AND STAFF**

- 2.1 **LOCATION:** The Council office shall be located at the H. Lee Moffitt Cancer Center and Research Institute.
- 2.2 **STAFF:** The H. Lee Moffitt Cancer Center and Research Institute shall provide staff support and other assistance as reasonably necessary for the completion of the responsibilities of the Council. An Executive Director will be assigned to facilitate coordinated functions and assist in carry out of the duties of the Council.

## **ARTICLE III: MISSION AND PROCEDURES**

- 3.1 **MISSION:** In an effort to reduce morbidity and mortality associated with cancer in Florida through prevention, early detection, and state-of-the-art therapy, the mission of the Council is:
  - a. To advise the Governor, the Legislature, and state agencies on cancer control programs, policies, priorities and initiatives,
  - b. To approve a state cancer plan, and coordinate with the Biomedical Research Advisory Council on a state cancer research plan
  - c. The Council will meet in person bi annually.
- 3.2 **PROCEDURES**
  - 3.2.1 *Advisory Capacity:* Issues may be brought to the Council by any member or other interested person by notifying the Chairperson or the Executive Director. Recommendations shall be made in writing to the Governor, Legislators, the Secretary of Health, or other appropriate individuals or agencies.

#### **ARTICLE IV: COMPOSITION OF THE COUNCIL**

- 4.1 COMPOSITION: Membership criteria, agencies represented, and requirements for minority representation are as specified in Section 1004.435, F.S (4)(a), Florida Statutes.

#### **ARTICLE V: NOMINATION AND APPOINTMENT PROCESS**

##### **5.1 APPOINTMENT PROCESS**

###### **5.1.1 New Appointments**

- 5.1.1.1 Organizations, the Governor's Office, the Speaker of the House's Office, and the Florida Senate President's Office shall provide the Executive Director the name of the member they wish to appoint.

###### **5.1.2 Reappointments**

- 5.1.2.1 At the end of a member's term, the represented organization shall notify the Executive Director if they wish to reappoint their current member or appoint a new one.

#### **ARTICLE VI: MEMBERSHIP RULES**

- 6.1 TERMS OF SERVICE: Organizations appoint members for a term of four years, and can be re-appointed for an unlimited number of terms.
- 6.2 RESIGNATION: A member wishing to resign before the end of his/her term shall submit a letter of resignation to the Executive Director. Organizations must immediately appoint a new member.
- 6.3 CONFLICT OF INTEREST: No member of the Council shall participate in any discussion or decision to recommend grants or contracts to any qualified nonprofit association or to any agency of this state or its political subdivisions with which the member is associated as a member of the governing body or as an employee or with which the member has entered into a contractual arrangement.
- 6.4 REMUNERATION: Council members will serve without pay per Section 1004.435, F.S. (4)(e).

**ARTICLE VII: OFFICERS**

- 7.1 CHAIRPERSON: A chairperson shall be selected by the majority of the Council for a term of 2 years. The chairperson shall appoint an executive committee of no fewer than three members to serve at the pleasure of the chairperson. This committee will prepare material for the council but make no final decisions.

The Chairperson, or his/her proxy, will liaison with other state councils and advisory boards as needed to fulfill the duties of the Council. The Chairperson may request participation by content experts or other state council/advisory members to fulfill the duties of the Council. These consultants will have no voting capacity and must adhere to the Council Conflict of Interest policy.

- 7.2 VICE CHAIRPERSON: A vice chairperson shall be selected by the majority of the Council for a term of 2 years.

**ARTICLE VIII: DUTIES OF THE COUNCIL**

- 8.1 DUTIES: The duties of the Council are outlined in F.S. 1004.435 (4)(g-m), Florida Statutes.

**ARTICLE IX: MEETINGS**

- 9.1 REGULAR MEETINGS: The Council shall meet at least twice a year. Notification of such meetings shall be at least thirty days prior to the meeting date, and shall be published in the Florida Administrative Weekly.
- 9.2 SPECIAL MEETINGS: Special meetings may be called by the Chairperson at his/her discretion upon the written request of four members of the Council. Notification of such meetings shall be at least fifteen days in advance of the meeting date.
- 9.3 QUORUM: Eight members shall constitute a quorum for the purpose of exercising the powers of the Council. A vote of the majority of the members present is sufficient for all actions of the Council.
- 9.4 EXECUTIVE COMMITTEE MEETINGS: The Chairperson shall appoint an executive committee of no fewer than three persons to serve at the pleasure of the chairperson. This committee will prepare material for the council but make no final decisions. Meetings of executive committee members shall be noticed 10 days prior to the meeting.

- 9.5 SUBSTITUTES: If a member cannot attend a meeting, s/he may send a substitute, who is authorized to vote. The member must notify the Executive Director in writing prior to the meeting if a substitute will be attending and who the substitute will be.
- 9.6 ABSENCES: Members shall inform the Executive Director if they are unable to attend a scheduled meeting. In the event of two consecutive absences without just cause or prior notification, even if a substitute is provided, a member may be asked by the Chairperson to submit a letter of resignation. The sponsoring organization will be notified and asked to nominate another representative.
- 9.7 RULES OF ORDER: The rules contained in the current edition of Roberts Rules of Order shall govern the Council in all cases to which they are applicable, and in which they are consistent with these bylaws and any special rules of order the Council shall adopt.

#### **ARTICLE X: AMENDMENT OF BYLAWS**

- 10.1 PROCEDURE: The Council may prescribe, amend, and repeal bylaws governing the manner in which the business of the Council is conducted. The bylaws can be amended by a two-thirds vote of the Council provided that the proposed amendment has been submitted in writing to all members at least fifteen days in advance of the next regular or special meeting, and that a quorum is present.

#### **ARTICLE XI: INDEMNIFICATION OF DIRECTORS AND OFFICERS**

- 11.1 To the fullest extent permitted by law, and to the extent not covered by insurance, the Corporation shall indemnify, hold harmless, and pay on behalf of its Directors and officers, including former Directors and officers, for any and all claims and liabilities which any such Director may incur as a result of serving or having served as a Director or officer, or by reason of any action, incident, error, or omission committed as a Director or officer. In addition, the Corporation shall reimburse such Director or officer for reasonable attorneys' and legal assistants' fees and costs incurred in connection with any such claim or liability. Notwithstanding the foregoing, the Corporation shall not indemnify any Director or officer for any expenses incurred in relation to any claim or liability arising out of that Director's or officer's own willful misconduct, bad faith, gross negligence, conscious disregard for the best interests of the Corporation, recklessness, violation of criminal law (unless the Director or officer had reasonable cause to believe that his or her conduct was lawful or had no reasonable cause to believe his or her conduct was unlawful), as a result of a final adjudication, or any transaction from which the Director or officer derived an improper personal benefit, either directly or indirectly.



**FLORIDA CANCER CONTROL AND RESEARCH ADVISORY COUNCIL  
GENERAL MEMBERSHIP MEETING  
Friday, September 27, 2019, 10:00 AM to 3:00 PM  
Moffitt Cancer Center Stabile Research Building, Trustees Boardroom**

**Council Members in Attendance**

- Jessica Bahari-Kashani, MD - Florida Medical Association
- Robert Cassell, MD, PhD - Association of Community Cancer Centers
- Asher Chanan-Khan, MD - Florida Hospital Association
- Christopher Cogle, MD - Senate President's Appointee (Chair)
- Carole Duncanson - House Speaker's Appointee
- Patricia Geddie, PhD, APRN-CNS, AOCNS - Florida Nurses Association
- Clement Gwede, PhD, MPH, RN, FAAN - Moffitt Cancer Center (Vice Chair)
- Erin Kobetz, PhD - Sylvester Comprehensive Cancer Center University of Miami
- Melissa Murray Jordan, Florida Department of Health (sub for Scott Rivkees, MD)
- Mitchell Peabody, DO - Florida Osteopathic Medical Association

**Council Members Not in Attendance**

- Senator Lizbeth Benacquisto - Senate President's Appointee (phone)
- Representative Jamie Grant - House Speaker's Appointee (phone)
- Duane Mitchell, MD, PhD - University of Florida Shands Cancer Center (phone)
- Amy Smith, MD - Governor's Appointee (phone)
- Scott Rivkees, MD - Florida's Surgeon General, Florida Department of Health
- Megan Wessel, MPH - American Cancer Society (phone)

**Others**

- Daniel Armstrong, PhD, Chair, Florida Biomedical Research Advisory Council (BRAC)
- Bonnie Gaughan-Bailey - Florida Department of Health
- Paul Hull - ACS CAN
- Tom Joos - Moffitt Cancer Center
- Matt Jordan - ACS CAN
- Julio Lautersztain, MD - Florida Society of Clinical Oncology (FLASCO)
- Bobbie McKee, PhD - Moffitt Cancer Center
- Thomas Stringer, MD - Florida Prostate Cancer Advisory Council (PCAC)
- Jamie Wilson, DBA - Moffitt Cancer Center
- Scott Brock (phone)
- Laura Corbin - Florida Department of Health (phone)
- Felicia Dickey - Florida Department of Health (phone)
- Tara Hylton - Florida Cancer Data System (phone)
- Gary Levin - Florida Cancer Data System (phone)
- Rebecca McClain - Florida Department of Health (phone)
- Gregg Smith - Florida Department of Health (phone)

**Welcome**

Dr. Chris Cogle began by welcoming members and guests, taking a moment to reaffirm the Council's mission to advise the state on ways to reduce cancer burden, and reviewing the day's agenda.

**Approval of Minutes**

Dr. Clement Gwede presented the minutes. Dr. Robert Cassell made a motion to accept the minutes. Dr. Mitchell Peabody seconded the motion to approve the minutes. The Council concurred with no objections.

**Florida Biomedical Research Advisory Council (BRAC) Update**

Dr. Danny Armstrong gave an update on the state's cancer research programs. There was discussion about amount of money that would be needed to fund all meritorious grant applications. The Council has identified this as a top priority and is advocating for increased investment by the State of Florida to close the merit gap.

**Legislative Update**

Senator Lizbeth Benacquisto discussed the upcoming legislative session and the importance of having data to show why legislative issues are important and the potential impact. She is willing to help advance CCRAB's top legislative priority of increasing funding for the James and Esther King Biomedical Research Program and the Bankhead-Coley Cancer Research program to close the merit gap if the data is available. Representative Grant can assist with this in the House. It is important for CCRAB to educate each member of the Legislature.

Matt Jordan from the American Cancer Society Cancer Action Network (ACS CAN) reviewed ACS CAN's legislative priorities, including legislation surrounding e-cigarettes and increasing the age to purchase tobacco products to twenty-one. There was discussion regarding ACS CAN's annual How Do You Measure Up report.

**Cancer Center of Excellence Joint Committee Update**

Dr. Armstrong gave overview of the Cancer Center of Excellence program and Joint Committee's role. The Joint Committee made no changes to the application but revised the form for reapplication. There was discussion regarding the issue of currently only having four Cancer Centers of Excellence and the lack of new applications. The Joint Committee also discussed possible ways in which to incentivize the designation to encourage centers to apply.

**State Cancer Planning Update**

Dr. Cogle provided an update on the Cancer Plan Revision Sub-Committee's efforts. The next step is to finalize objectives and strengthen actions. The draft will be shared with the six Regional Cancer Control Collaboratives and discussed with stakeholders during townhall meetings facilitated by Strategic Health Concepts. At least one CCRAB Member will attend each of the meetings. The community feedback from these townhalls will be incorporated in the draft Plan by late-October. The draft will then be disseminated to other stakeholders for review and feedback.

There was discussion about CCRAB Members planning a day at the State Capitol to announce the new Florida Cancer Plan and meet with elected officials to educate them on the new goals and CCRAB's priorities. Council Members will be notified of the date selected and will have the opportunity to participate in this elective activity.

**State Cancer Planning Discussion**

Dr. Erin Kobetz began the discussion of draft Data goals. She has been working with the Florida Cancer Data System (FCDS) on the development of objectives and strategies. There was discussion regarding the collection of biomarkers, social determinants of health and patient demographics.

Dr. Cogle reviewed the draft Research goals. There was discussion regarding current biospecimen banks in Florida and the inclusion of specific biobanking language in the Cancer Plan.

Dr. Gwede reviewed the draft Prevention and Screening goals. The Florida Department of Health (DOH) provided information on the issue of radon gas exposure. There was discussion regarding prostate cancer screening. Dr. Gwede will work with the DOH on the development radon exposure objectives and metrics; the Florida Prostate Cancer Advisory Council (PCAC) will provide language regarding prostate cancer screening objectives and metrics.

Dr. Anna Giuliano shared information regarding the global elimination of HPV-related cancers, beginning with cervical cancer. HPV vaccination and cervical cancer screening and treatment are strategies to address this overarching goal.

Dr. Cassell reviewed the draft Diagnosis and Treatment goals. There was discussion regarding increasing access to care and the ability to measure and monitor quality of care, particularly in the community setting. There was discussion regarding the issue of transportation as a challenge for accessing care and timely treatment.

Dr. Patty Geddie provided information regarding oncology nursing certifications. There was discussion regarding nursing education and the importance of including objectives and strategies related to increasing the number of oncology nurses.

There was discussion regarding the draft Pediatric Cancers goals. Dr. Amy Smith will the Cancer Plan Revision Sub-Committee with identifying metrics and further revising this section.

**Next CCRAB Meeting**

Dr. Cogle stated that the next CCRAB meeting will be April or May of 2020. He told Council members that Dr. Bobbie McKee will send communications to identify a meeting date and provide information about a day in Tallahassee, which would be an elective activity.

**Adjourn**

Dr. Cogle thanked everyone for participating. The meeting adjourned at 3:00 PM on September 27, 2019.

## 2020 Florida Legislative Priorities & Session Outcomes



*The American Cancer Society Cancer Action Network (ACS CAN) works to achieve advocacy goals by using a focused legislative agenda. ACS CAN develops an agenda that defines the annual priority initiatives, appropriations requests, and other issues that support our overall mission to save lives and diminish suffering caused from cancer. The following is a synopsis of the 2020 Legislative Session's cancer-related policy outcomes and appropriations in Florida.*

### 2020 TOP LEGISLATIVE PRIORITIES IN FLORIDA

LEGISLATIVE ISSUE & POSITION	LEGISLATIVE OUTCOME	IMPACT
<b>BREAST AND CERVICAL CANCER SCREENING</b>  The Mary Brogan Breast & Cervical Cancer Early Detection Program provides lifesaving cancer screenings for medically underserved women between the ages of 50 and 64 with incomes below 200% of the federal poverty level. For 2020, ACS CAN asked that the state maintain funding the program at approximately \$1.83 million.	House and Senate budget negotiators approved total state funding of <b>\$1.83 million</b> in recurring revenue. Recurring funds provide a dedicated funding source and help to build the long-term viability of the program.	<ul style="list-style-type: none"> <li>➤ Investing recurring dollars in this program helping Florida's medically underserved women provides stability for the program and ensures that funding will be included in next year's base budget.</li> <li>➤ More than 15,000 women were screened with the dollars allocated during the last budget year.</li> </ul>
<b>BIOMEDICAL RESEARCH</b>  It is vital that Florida supports measures that will increase the state's capacity for research and treatment, especially those measures that generate a substantial investment in the state's research infrastructure. For Fiscal Year 2020-21, we asked that both the James and Esther King Biomedical Research Program and the Bankhead-Coley Cancer Research Program are funded at \$50 million and that program funding allocations are determined on a peer-reviewed, competitive grant basis.	Combined, funding for the King Program came in at <b>\$23 million</b> , with \$3 million of that funding earmarked for pediatric cancer research. In addition, several other institutions engaged in cancer research in Florida received substantial legislative appropriations, continuing the state's investment to help more Florida based cancer centers become certified by the National Cancer Institute (NCI).	<ul style="list-style-type: none"> <li>➤ A total of <b>\$27 million</b> was allocated specifically for biomedical research with an additional <b>\$62.2 million</b> provided to Florida-based cancer centers to help either preserve or attain their NCI designation. In sum, a total of <b>\$89.2 million</b> was invested in cancer treatment and research.</li> </ul>
<b>TOBACCO PREVENTION &amp; EDUCATION</b>  ACS CAN supports the continued, full implementation of Article X, Section 27 of the Florida Constitution. Funding allocated for the Tobacco Prevention and Education Program should be approximately \$73 million for Fiscal Year 2020-21 and should be allocated based on the CDC's <i>Best Practices for Comprehensive Tobacco Control Programs</i> .	The Legislature approved more than <b>\$73 million</b> in funding for the Comprehensive Statewide Tobacco Prevention and Education Program. The dollars distributed within the larger program were consistent with the CDC's <i>Best Practices</i> .	<ul style="list-style-type: none"> <li>➤ That amount constitutes a <b>\$1.29 million</b> increase over last year's budget.</li> <li>➤ Language included in the budget allows Tobacco Free Florida to use program funding for strategies targeted toward Florida's youth, which integrates information about the consequences of tobacco use, including the use of e-cigarettes.</li> </ul>

## OTHER SUBSTANTIVE ISSUES

LEGISLATIVE ISSUE & POSITION	LEGISLATIVE OUTCOME	IMPACT
<b>TOBACCO 21</b>  ACS CAN supports raising the minimum age for sale to age 21 for all tobacco products, including e-cigarettes with strong retailer compliance and active enforcement that includes retailer licensing as part of a comprehensive strategy to reduce youth initiation.	Senate Bill 810, approved by the Florida House and Senate, increased the age of sale to 21, but did not make any changes to current law to address retailer compliance and enforcement. The bill defines e-cigarettes as a tobacco product, but does so through a newly created subcategory under the Department of Business and Professional Regulation's Tobacco Retail Licensing structure. SB 810 prohibits the sale of flavored liquid nicotine products, with exemptions for tobacco and menthol flavors.	<ul style="list-style-type: none"> <li>➤ Raising the state's sales age to 21 and establishing license requirements for all Florida tobacco retailers are important steps in building a comprehensive policy that protects our youth from addiction; however, this bill lacks needed enforcement measures.</li> <li>➤ To truly protect our youth, our state must regulate all tobacco products in the same manner and hold retailers accountable by assessing fines coupled with license suspension and revocation for repeat, non-compliant retailers.</li> </ul>

## APPROPRIATIONS

The \$92.83 billion budget for 2020-21 adopted during the Legislative Session included approximately \$184 million for the fight against cancer. That amount constitutes an almost \$5 million increase in associated funding from the prior budget year.

In total, cancer-related funding from the legislature included:

<b>Mary Brogan Breast &amp; Cervical Cancer Early Detection Program</b>	\$1,838,235
<b>Comprehensive Statewide Tobacco Prevention and Education</b>	\$73,051,574
<b>Biomedical Research</b>	
James and Esther King Biomedical Research Program	\$10,000,000
William G. "Bill" Bankhead, Jr., and David Coley Cancer Research Program	\$10,000,000
Pediatric Cancer Research	\$3,000,000
Statewide Brain Tumor Registry Program - McKnight Brain Institute	\$500,000
<b>Endowed Cancer Research Chair</b>	
Mayo Clinic Cancer Center of Jacksonville	\$2,000,000
<b>Florida Consortium of National Cancer Institute Centers Program</b>	\$62,228,743
<b>Live Like Bella Childhood Cancer Foundation</b>	\$750,000
<b>Minority Health Initiatives</b>	\$5,850,354
<b>La Liga - League Against Cancer</b>	\$1,150,000
<b>Debbie Turner Cancer Care and Resource Center</b>	\$135,000
<b>City of Homestead: Breast Cancer Screening</b>	\$500,000
<b>Scripps Research Institute</b>	\$500,000
<b>Sylvester Comprehensive Cancer Center - Firefighters Cancer Research</b>	\$2,000,000
<b>Broward Community and Family Health Centers Cervical Cancer Prevention and Detection</b>	\$246,732
<b>Moffitt Cancer Center and Research Institute – Education</b>	\$10,576,930
<b>TOTAL CANCER RELATED APPROPRIATIONS</b>	<b>\$184,327,568</b>

*Please note – The Governor has not yet signed the 2020-21 Budget. All items above are subject to veto.*

**Florida Cancer Plan 2020 – 2025  
Implementation Plan  
DRAFT February 27, 2020**

**Purpose**

The Florida Cancer Plan is a guide for assuring a data- and stakeholder-driven strategy to reduce Florida’s cancer burden. The key to this plan lies in its successful implementation. The Florida Cancer Control and Research Advisory Council (CCRAB) believes that effective implementation of the Florida Cancer Plan must ensure that efforts meet the following principles:

- Coordinated and collaborative
- Non-duplicative
- Leveraging the strengths of individuals and organizations involved in cancer control efforts
- Addressing gaps in efforts
- Measurable and progress is tracked
- Utilizing existing, in-kind, and new resources

Because of limited resources, not all objectives in the Florida Cancer Plan can be worked on immediately or simultaneously. The Florida Cancer Plan is a five-year plan. CCRAB in close collaboration with the Regional Cancer Collaboratives and other state cancer control stakeholders will select priority objectives for focused attention. Priorities will be determined using criteria that consider need and impact, feasibility, likelihood for success, and interest in working on the issue. CCRAB, the Regional Cancer Collaboratives, and other state cancer control stakeholders will select evidence-based strategies in this plan that correspond to the priority objectives and cooperatively develop action plans for each of the strategies. CCRAB members will develop action plans for statewide implementation and Collaboratives will develop action plans for regional implementation. Some Collaboratives may select additional objectives from the Florida Cancer Plan for their region, based on regional priorities and needs; however, there will be greater synergy and potential success in achieving objectives if CCRAB and the Collaboratives work together toward the same priority objectives.

**Selecting Priorities from the Cancer Plan for Implementation**

Every 1-2 years CCRAB will engage the Regional Collaboratives and other key stakeholders in a process to identify priority objectives from the Florida Cancer Plan for implementation and to select strategies associated with those priorities to work on, using a written action plan to guide efforts. Choosing priorities at the objective level will enable CCRAB and stakeholders to focus on measurable outcomes to achieve together.

Guidance/Criteria for Selecting Objectives

The following criteria will be used to help guide selection of priority objectives:

- **Importance:**
  - Is it important that Floridians achieve this objective over the next 1-2 years?

- Is the objective a sentinel or bellwether for change?
- **Effectiveness:**
  - Is this objective the most useful effort we can make to achieve the goal?
  - Will achieving this objective lead to a meaningful impact on Florida's cancer burden?
- **Measurable:**
  - Are reliable data available now or could data be developed to measure outcomes?
- **Equitable:**
  - If the objective is met, to what degree would all Floridians benefit?
- **Synergistic:**
  - Are stakeholders willing to work on this objective?

#### Guidance/Criteria for Selecting Strategies

The following criteria will be used to select priority strategies from the Florida Cancer Plan in association with the priority objectives:

- **Evidence-Based:**
  - Is the strategy based on research or proven best practices, thus increasing the likelihood that the strategy will be successful?  
(Note: The strategies in the Florida Cancer Plan should be evidence-based, as this criterion was used for inclusion; however, it is good to re-examine the strategy to ensure it is the best approach, given available evidence.)
- **Feasibility:**
  - Is it feasible to execute the strategy over the next 1-2 years, considering the costs associated, resources required, cultural appropriateness, political will, likelihood of stakeholders working cooperatively, etc.?
- **Synergistic:**
  - Is this strategy one we need to accomplish together, rather than one stakeholder bearing sole responsibility?
  - Are stakeholders willing to work on this strategy?

Once the strategies are selected, CCRAB, the Collaboratives, and the state's cancer control stakeholders will develop written action plans for each priority objective. The action plan will serve as a guide for all stakeholders working collaboratively on a priority objective. Action plans should include the following items (see Action Plan Template below):

- Priority objective and measures (from the Florida Cancer Plan)
- Priority strategies chosen to achieve the objective (from the Florida Cancer Plan and additional evidence-based and best practice strategies)
- Tasks or activities to achieve the strategies with relevant timeframes for completion and who is responsible
- Short- and/or intermediate-term outcomes with measures to gauge progress towards achieving strategies (if needed)
- Resources and information needed to achieve strategies (funding, in-kind)
- Stakeholders to engage (who are the key stakeholders to engage and how will we do that, etc.)

- Communication processes (who do we need to communicate with about the strategy and when, etc.)
- Progress notes section

#### Resources for Florida Cancer Plan Implementation

CCRAB does not have funding to implement the Florida Cancer Plan and it is not a financial fiduciary for the plan, i.e., CCRAB does not receive funds from stakeholders for implementation. However, CCRAB members and other stakeholders do have opportunities to commit and/or leverage resources (funding and in-kind resources) to implement the Florida Cancer Plan, such as their own organizational resources. Identifying and securing the resources needed to implement the priority objectives and strategies is a critical task for CCRAB, the Regional Cancer Collaboratives and other stakeholders to take in order to successfully implement priorities.

#### **Stakeholder Engagement in Plan Implementation**

##### CCRAB

CCRAB is made up of 15 members representing 15 cancer stakeholder organizations. CCRAB serves as the steering body for implementing the Florida Cancer Plan. At each of CCRAB's biennial meetings, it will review the state's progress toward plan objectives by reviewing available data relative to each objective's baseline and target. During CCRAB biennial meetings special attention will be given to progress being made on the current priority objectives and the action plans developed for each strategy chosen under that objective. There may be a need to convene additional meetings of CCRAB members and other stakeholders to discuss collaborative efforts and communicate about progress and opportunities related to the priority objectives and strategies.

##### Florida Department of Health and Regional Cancer Collaboratives

As a CCRAB member, the Florida Department of Health (FDOH) is instrumental in collecting data for measuring progress towards several of the Cancer Plan objectives. The FDOH will also implement many of the strategies in the Florida Cancer Plan to achieve the stated objectives. The Florida Department of Health uses the Centers for Disease Control and Prevention support to coordinate the activities of six Regional Cancer Collaboratives. The Collaboratives are essential in implementing many of the State Cancer Plan's strategies.

During the six regional Town Hall meetings conducted to provide input on the Florida Cancer Plan 2020-2025, Regional Cancer Collaborative members indicated they were willing to work with CCRAB on plan implementation and expressed a desire to increase 2-way communication between CCRAB and the Collaboratives. Engagement of the Collaboratives is a critical part of the Goal 1 of the cancer plan: *To maximize cancer control resources by increasing collaboration among Florida cancer control stakeholders.*

Suggested strategies to engage the Regional Cancer Collaboratives from the Florida Cancer Plan, with additional actions are:

- Increase the number and diversity of Floridians engaged in the Regional Cancer Collaborative activities.
  - Encourage Floridians interested in joining the fight against cancer to contact their [local Regional Cancer Collaborative](#).
  - Highlight the work of the Collaboratives on the CCRAB website and in progress reports and other communications.



- Encourage Regional Cancer Collaborative members and stakeholders to use the Florida Cancer Plan for planning, funding, and advocacy.
  - Meet with the leaders of the six Regional Cancer Collaboratives on an annual basis to get their input on priority objectives, share progress on priorities, identify gaps/opportunities to work together on, and to strategize about coordinated efforts.
  - Disseminate priority objective information to Collaboratives so they can work to align their regional efforts with statewide efforts.
  - Communicate overall plan successes, progress, and areas of continued need among Collaboratives periodically (e.g. quarterly) throughout the year.
  - Create a CCRAB speakers list of members willing to attend regional Collaborative meetings to share CCRAB information/updates and hear about Collaborative efforts.
- Coordinate with Regional Cancer Collaboratives to use consistent and accurate cancer control messages.
  - Work with the FDOH and Collaboratives to identify cancer control messages that are/will be associated with priority objectives identified from the plan. For each priority objective, identify possible public and provider education and advocacy messages that can be shared with the Collaboratives.
  - Provide written materials/messages to Collaboratives that they may disseminate and adapt for use in their own regions.
- Work with the Regional Cancer Collaboratives to identify two areas for focused collaborative efforts over the 5-year plan period
  - Conduct an initial meeting with the FDOH and leadership of the six Collaboratives to identify potential areas of collaborative focus for the 5-year plan period (**Note:** Feedback gathered during the six regional Town Hall meetings in 2019 indicated that the following may be areas of interest: transportation, lung cancer screening, and HPV vaccination).
  - Use input on areas of interest from Collaboratives to help guide selection of priority objectives from the cancer plan for the first 1-2 years of implementation.
  - During subsequent annual meetings with Collaborative leadership, set aside time to review progress and adjust strategies for the focused collaborative efforts.
  - Communicate with Collaboratives on a regular (e.g. quarterly) basis to coordinate campaign efforts, via email and/or conference call.

#### Additional Stakeholders

Florida has a rich environment of cancer control stakeholders within Florida's many communities, clinics, hospitals, and boardrooms. Success of achieving the goals and objectives of this plan depend greatly on cancer control stakeholders across the state working together to coordinate and collaborate on cancer control efforts.

Additional statewide and regional partner engagement will be needed to support priority objective implementation efforts. For each priority objective CCRAB should identify potential stakeholders (beyond CCRAB members and Regional Cancer Collaboratives) to engage in the statewide effort. As action plans are developed, stakeholders should be identified, with a strategy for engaging them: e.g., who is best to contact the stakeholder, who do we know within the stakeholder organization, what is our “ask” and what is our follow-up plan.

CCRAB should also identify processes to respond to inquiries from stakeholders interested in partnering with CCRAB on plan implementation efforts. For example, the CCRAB Executive Director and Chair could receive and then triage inquiries from interested stakeholder organizations and ensure follow-up occurs.

CCRAB may consider convening an annual summit of Florida cancer control stakeholders to foster communication and collaborative efforts to achieve cancer plan objectives. This could occur in conjunction with an already established state conference or meeting, where CCRAB can present plan progress. Or CCRAB may co-convene an already established state conference, where CCRAB member organizations and other cancer control stakeholders may be in attendance.

### **Tracking Progress with Plan Implementation**

Achieving progress requires measurement. CCRAB will measure progress toward the priority objectives by regularly examining cancer-relevant data. This examination process will consist of the following elements:

#### **Track Progress in Achieving Priority Objectives and Associated Strategies**

- Each priority objective selected from the Florida Cancer Plan has measures associated with it. CCRAB should collect and report on those measures to gauge progress. Additional short- or intermediate-term outcomes may need to be identified to gauge progress for each priority objective.
- Tracking and sharing progress on the statewide collaboration among CCRAB, Regional Cancer Collaboratives, and other state cancer control stakeholders is also important. For each Action Plan, metrics for collaboration should be included to convey what can be achieved by working together. For example, under an objective to increase the proportion of limited stage (Stage 1 and 2) lung cancer and decrease late-stage (Stage 3 and 4) lung cancer in Florida, strategies may include increasing awareness, access, and usage of lung cancer screening in target populations. Metrics for collaboration may include tracking the amount of time between action steps, diversity of resources used, and/or comparing the individual stakeholder’s projected value in the effort (number of lung cancer patients diagnosed with limited stage cancer versus late-stage cancer) versus the collaboration’s realized value of the effort demonstrating synergy.

#### **Tracking Overall Plan Progress**

- Reporting on all Florida Cancer Plan goals and associated objectives/measures should be included in the state statute-mandated annual report from CCRA to the Florida Governor and Florida Legislature (s. 1004.435, section 4(p)), with special focus on Cancer Plan priority goals and objectives.

#### Communicating Progress

- A Florida Cancer Plan 2020-2025 dashboard may be an effective way to communicate progress. A dashboard that includes all plan objectives/measures with a special focus on the priority objectives chosen from the Florida Cancer Plan may be the most effective way to communicate progress, to call attention to successes, and indicate if more collaborative action is needed to achieve intended outcomes (MI example: <https://www.michigancancer.org/CancerPlan/Dashboard.html>).
- CCRA's annual reports could include easy-to-understand graphical depictions of overall progress on priority objectives, including what CCRA, the FDOH, the Regional Cancer Collaboratives and other key stakeholders are doing/were able to achieve together (MI example: [https://www.michigancancer.org/PDFs/Publications\\_Products/MCCAnnualRpt/2018MCCAnnualReport.pdf](https://www.michigancancer.org/PDFs/Publications_Products/MCCAnnualRpt/2018MCCAnnualReport.pdf)).
- Annual progress summaries (1-2 pagers with easy to understand graphics) on each priority objective would be good resources to share with Regional Cancer Collaboratives and other stakeholders, to convey successes and outline additional resources/collaborative efforts needed to achieve objectives.

#### Implementation Plan Timeline and Next Steps

By the April 2020 CCRA meeting:

- Finalize this implementation plan with input from the FDOH and Regional Collaborative staff and leadership and CCRA members

At the April 2020 CCRA meeting:

- Select priority objectives from the plan using the criteria outlined above (if possible, Regional Collaborative staff and leaders should attend this meeting, to provide input on selecting strategies)
- Identify a process and timeframe for CCRA to select strategies within the priority objective and complete an action plan
- Discuss next steps for Collaboratives, including development of action plans for their region
- Identify key stakeholder communication strategies and timeframes, e.g. how and how often to communicate with Regional Collaboratives on plan implementation

After the April 2020 CCRA meeting:

- Finalize and disseminate CCRA priority objective action plans to CCRA members and other stakeholders, as appropriate
- Regional Collaboratives will hold meetings to select strategies for the agreed upon priority objectives, that leverage existing strengths, programs, efforts within their region, and identify regional stakeholders to recruit to help with implementation

- Communicate with the FDOH, Regional Collaboratives and other key stakeholders on a regular basis about Florida Cancer Plan implementation progress, needs and next steps (e.g. monthly calls with Collaborative staff and leadership, periodic priority objective updates to all CCRAB members and other stakeholders)
- Establish a timeframe for systematically reviewing progress on the priority objectives (every 1-2 years) and selecting to continue and/or identify new 1-2 year priorities from the plan

### Florida Cancer Plan: Action Plan Template

Priority objective and measures (from the Florida Cancer Plan)								
Priority strategies chosen to achieve the objective (from the Florida Cancer Plan)	Tasks to achieve the strategy	Timeframe for completion	Person, Organization responsible	Short- and intermediate-term outcomes, measures	Resources, Information Needed	Stakeholders to Engage	Communication Processes	Progress Notes
Strategy 1	Task 1 Task 2 Task 3							
Strategy 2	Task 1 Task 2 Task 3							

## Florida Cancer Plan 2020-2025

Link to download the Cancer Plan: <http://www.ccrab.org/cancer-plan>

