

**OCCN Executive Team Meeting Minutes**  
**02/13/2020 (9:30am-11:00am)**  
**Stephenson Cancer Center Room 5058**

**Attendees:**

Andrea Rooks, Dana Northrup, Fahad Khan, Katie VanFossen, Dr. Mark Doescher, Stephanie Pharr,  
Stephanie U'Ren, Tia Yancey, Wendy Ayers, Dr. William Dooley

**Welcome: 9:00 am**

Andrea Rooks welcomed attendee's. Introductions by all attendees were made.

**Opening Discussion:**

Andrea Rooks

- 1) Reviewed and explained Smartsheet to the group and how to better utilize the program.
- 2) Explained the building of the upcoming meeting agenda from the prior meetings items that need to be discussed.

Katie VanFossen

- 1) Asked for feedback on questions or concerns from the previous OCCN meeting.
- 2) Recruitment plans for future members, how to keep members in attendance at upcoming meetings.
- 3) Communicate each work group's objectives and the status of the action items each workgroup is working on.

Dr. Mark Doescher

- 1) Gave input on the need for each work group to define and update on the progress of the action items the specific workgroup is working on.

Fahad Khan

- 1) Discussed effective tools that can be used to recruit members and could share that information to find the most qualified people for the team.

**Presentation by Fahad Khan:**

Oklahoma Cancer Prevention and Control Plan 2017-2022

- 1) Hand out was given on Intermediate-term Outcomes. Reviewed and discussed all the information for the Baseline year of 2017 and the Target year of 2022 for Human Papillomavirus, Obesity, Tobacco, and Cancer.
- 2) Discussed the need to adjust targets for each of the four workgroups so the goals are realistic and obtainable. The work groups are the ones responsible to set those realistic and obtainable targets.

- 3) Discussed how OCCN programs need to collaborate and align with other similar state programs to share information, get more accurate data and not repeat work that maybe the other program has done, and can share the outcome of information.
- 4) Fruit and vegetable consumption data was discussed.
- 5) Reviewed the Long Term Outcomes with a base line of 2016 and target of 2022 and the Incidence data.
- 6) Work groups to set screening and mortality rates for lung cancer.
- 7) Monitoring of all smoking to include medical marijuana and all tobacco products to include smokeless tobacco and e-cigarettes need to be done.
- 8) Discussed other cancers that are not included with the OCCN work groups, how they are being implemented into the OCCN work groups and implementation of the other cancers as the OCCN grows. Discussed how the OCCN needs to get a solid footing and then bringing in other cancers.
- 9) Discussed that work groups need to do strategic planning
- 10) Work groups need to report out at the end of every meeting on what their group is working on and the status of the work.

**Meeting Adjourned: 11:00 am**