

**Northern California Pain Initiative
Transition Steering Committee
November 21, 2003, 10 am to 3 pm
Oakland Airport Hilton**

Meeting Summary

Accepted January 12, 2004

Present: Donna Anderson, LCSW, MD, Holly Champagne (guest), Judy Citko, Barry Eliot Cole, MD, Diane Fink, MD, Thurman Hunt, APMC, Kathryn Keller, PharmD, Donald Lyman, MD, Beverly Nicholson, RN, CNS, Paul Riches, May Sung

Via Conference Phone: Mark Blum, MD, Deborah Leary, Lori Reisner, PharmD

Dr. Barry Cole, who agreed to serve as facilitator for this first meeting of the NCPI Transition Steering Committee, called the meeting to order. He asked everyone to introduce him/herself and thanked everyone for participating in today's meeting. Barry reviewed the expected outcomes for today's meeting: 1) determine operating structure and function, 2) identify committees and potential committee chairs, 3) identify next steps for the Transition Steering Committee and 4) establish a meeting schedule.

Dr. Don Lyman offered opening remarks encouraging the assertive forward movement of the NCPI. He cited precedence in a similar process that was used to develop the California Prostate Cancer Coalition that started as a project of the American Cancer Society. The CPCC subsequently formed its own 501c3.

Infrastructure and the dissolution of the current 501c3 for Northern California *Cancer* Pain Initiative (NCCPI) were discussed. The group favored using the ACS' 501c3 status for the new NCPI, at the current time, with the goal that NCPI will eventually become an independently operating 501c3 down the road. (Note that the new organization will be the Northern California Pain Initiative.) Kathy Keller will continue to follow up with Rhonda Nichols regarding the NCCPI dissolution process.

Actions:

- Retrieve all pertinent materials from Rhonda Nichols for the previous (NCCPI) 501c3;
- Complete the dissolution process for the NCCPI 501c3;
- Transfer all remaining funds into an ACS restricted account according to fiscal and legal guidelines and requirements;
- ACS' 501c3 will cover the new NCPI in the interim.

A motion was made and passed that the Transition Steering Committee serve as the **Interim Executive Committee** for the Northern California Pain Initiative contingent upon all invited members' agreement to serve. Begin to identify others for specific representation. Those in attendance unanimously passed a motion that Donna Anderson, LCSW, serve as the Chair of the NCPI Interim Executive Committee, and Kathy Keller, PharmD, serve as its Secretary through August 31, 2004. May Sung will provide administrative support.

Actions:

- Identify other representation to the Executive Committee, such as, consumer, AARP, Board of Pharmacy, etc. (Executive Committee & members)
- Develop a communication with invited members of the Transition Steering Committee who were not in attendance today, to determine their willingness to serve on the Interim Executive Committee. (May)
- Identify individuals who would be willing to chair specific workgroups based on the priorities identified during the August 2003 stakeholders meeting. (Donna, Exec Committee)

The following proposed Mission Statement for NCPI was accepted unanimously:

“The Northern California Pain Initiative, a project of the American Cancer Society, is committed to promoting the right of all people to control their pain and maximize their quality of life.”

The Executive Committee accepted the following goals:

1. Educate and empower people with pain, their families and caregivers, about pain management as an integral aspect of health care.
2. Improve the pain management practices of healthcare providers.
3. Advocate for public policy to promote quality pain management.
4. Develop strategic collaborations to promote the mission of NCPI.
5. Obtain funding for NCPI activities.
6. Promote societal attitudes and behaviors that support quality pain management.
7. Promote culturally appropriate quality pain management to diverse and medically underserved communities.

Actions:

- Review the ACS Community Resources Database (CRD) to determine what pain management resources exist (May).
- Form a workgroup to develop the long-range plan for NCPI, including developing the objectives and strategies for each of the goals that will serve as the basis for future grant proposals.
- Continue to work with ACS’ grant writer to prepare the proposal letter to the California Endowment to pursue an initial start-up infrastructure grant. (May)

Project with Board of Pharmacy

Paul Riches, Chief of Legislation and Regulation, CA Board of Pharmacy, explained the significance in the passage of SB 151, the law that eliminates the triplicate prescription system. An education project to train trainers about the changes in this law was discussed. The group agreed that it would be an ideal first project for the NCPI to implement since it will give us a tangible product and basis for future grant funding.

Actions:

- Develop a concise, one-page summary explaining the law (Paul Riches)

- A Board of Pharmacy representative will initially train the Interim Executive Committee on details of SB151 via teleconference (most likely in early February).
- Position NCPI members as speakers on SB 151 within their own practice settings and sphere of influence.
- Develop a speakers bureau through NCPI where groups seeking speakers on legal (as well as clinical) aspects of pain management can receive a referral.
- Explore the desirability and feasibility of offering teleconferences to explain the law to be sponsored by NCPI, with funding from ACS (May).
- Invite co-sponsorship of the teleconferences from Southern California Cancer Pain Initiative (SCCPI) (Donna Anderson, Barry Cole, Marcia Grant)

Thanks to Barry Cole for facilitating a very productive first meeting. Congratulations to Donna Anderson and Kathy Keller, for being duly elected as Chair and Secretary, respectively, of the Interim Executive Committee!

Next meeting of Interim Executive Committee will be by conference phone: Monday, January 12, 2004, 5-6 pm. May will set up and provide access information.