

Louisiana Cancer Advisory Board (LCAB) Meeting Minutes

September 25, 2025, 10:30am

Board Members:	Donna Williams Linda Lee Gina Delaney Lucio Miele Chancellor Donald Kevin Guidry Jena Aucoin Vince Sedminik	Juliette Saussy John Lyons John Cole Robert Newsome John Rainey Kristi Rapp Richard Mansour	Louisiana Tumor Registry: Xiao-Cheng Wu (LTR Director) Lauren Maniscalco (LTR Program Manager)
Agenda Item	Notes/Action/Follow-up		
1. Roll & Introductions	Board Member Attendees: Donna Williams, Linda Lee, Gina Delaney, Lucio Miele, Chancellor Donald, Kevin Guidry, Vince Sedminik, Juliette Saussy, John Lyons, John Cole, Robert Newsome, John Rainey, and Kristi Rapp LTR Representatives Attendance: Xiao-Cheng Wu, Lauren Maniscalco		
2. Purpose of the LCAB - Legislative mandate and authority - Supporting and guiding LTR - Distinction between governance and operations	Legislative Mandate/Authority - RS 40:1105.9: https://legis.la.gov/legis/law.aspx?d=965080 - Previous board (Louisiana Cancer and Lung Trust Fund Board) was composed of many organizations that were no longer relevant or defunct (unable to meet quorum), so a bill was introduced to update the name and the board organizations so that we had a fully functional board. - Current board was created via Senate Bill 342 to provide strategic oversight for cancer resources in Louisiana. Supporting & Guiding LTR - The board should provide strategic oversight for LTR. - Strengthen partnerships between LTR and stakeholders. - Support sustainability through oversight and resource advocacy. Governance vs. Operations - The board is to provide high level guidance on policy, priorities, etc. - The board is not involved in day-to-day operations of the LTR (i.e., data collection, quality control activities, etc.).		
3. Role and Expectations - Responsibilities: advisory, advocacy, governance, collaboration - Expectations: participation, confidentiality, commitment - Overview of officer roles	Responsibilities: Advisor: Provide strategic input on priorities, challenges, and opportunities. Advocate: Champion LTR's mission with policymakers, providers, and the public. Governance: Support the sustainability of LTR through		

(Chair, Vice Chair, Secretary)	oversight and resource advocacy. • Collaboration: Strengthen partnerships between LTR, healthcare, research, and community stakeholders. Expectations: • Participation: Attend and actively participate in meetings. • Confidentiality: Maintain confidentiality regarding sensitive data and discussions. • Commitment: Support LTR in its mission and vision and be a visible and credible advocate for cancer surveillance and research in Louisiana. Officer Roles: • Chair: Preside over meetings, set meeting agendas, main liaison with LDH, legislature, and other stakeholders. Ensures board fulfills its responsibilities. • Vice Chair: Assists chair with duties and presides over meetings when the Chair is unavailable. • Secretary: Responsible for keeping complete and accurate records of meetings. Ensures meeting notices and communications are handled properly. • Treasurer: Responsible for keeping full and accurate financial records, make periodic reports to the board, and submit a complete annual report to the secretary. Next Steps: • Nominations for Officers will be requested after Appointment letters are received. • Elections will occur before the next scheduled board meeting.
4. Introduction to LTR (Presentation by Xiao-Cheng Wu) - Mission and Vision - Legislative mandate - History and achievements - LTR Structure and Funding Sources - Value and Impact of LTR - Current Priorities, Challenges and Opportunities	<i>[Dr. Wu introduced the LTR; please see recording.]</i> Questions: Dr. John Cole asked what opportunities Dr. Wu sees for AI to assist with data collection. Dr. Wu's response: LTR has actively collaborated with the NCI team and their contractors on initiatives exploring the use of natural language processing (NLP) to automatically extract data from electronic pathology reports. Given our requirement for an accuracy rate above 98%, the current API developed for this project has only been able to automatically extract five tumor characteristics (cancer site, histology, behavior, laterality, and tumor grade) from approximately 18% of electronic pathology reports. LTR typically processes around 150,000 electronic pathology reports annually. Dr. Miele mentioned that he has recently been introduced to an AI tool called BRIM; he will share the information with Dr. Wu and Lauren.
5. Financial Report (Presented by	Many years ago, there was an annual state appropriation, but this was

Donna Williams)	discontinued. However, there is a check box on the Louisiana Tax Return that allows individuals to donate money to the fund that is governed by this Board. The annual donations per year range from about \$10,000 to \$24,000. Over the years, we have amassed a fund of about \$366,000. These funds can be allocated where needed by the Board for any issues where it sees a need for cancer research, prevention or control.
6. Questions from the Board	Dr. John Cole inquired as to whether Board members may be called to testify at the Legislature. This is indeed a possibility.
7. Administrative Items a. Meeting frequency and format (quarterly, hybrid/in-person) b. Official appointment letters and certificates c. Annual conflict of interest disclosure	Meeting Frequency: We plan to hold meetings quarterly or biannually depending on need. While we will most likely always have a virtual option, we will consider meeting in person at some point. Official Appointment Letters: The official appointment letters are forthcoming. We do not have an estimated timeline on this, but all nomination letters have been submitted to the Governor’s Office. This is simply procedural; we do not anticipate any issue with the approval of the nominees. Annual Conflict of Interest Disclosure: The Boards & Commissions will request an annual conflict of interest disclosure from all Board members. Failure to do so could result in a fine from the Ethics Board. Dr. Williams and Lauren will be sure to identify when these requests are being distributed and send reminders to you. Boards and Commissions Website: The Board website can be found here: https://www.cfprd.doa.louisiana.gov/boardsandcommissions/viewBoard.cfm?board=424. All meeting notices, minutes, etc. will be posted on this website.
8. Wrap-Up/Final Thoughts a. Summary of key points and decisions b. Recurring meeting schedule; propose day/time for the next meeting	Many thanks to all of you for your dedication to guiding the Louisiana Tumor Registry into the future as members of the Louisiana Cancer Advisory Board. Next Steps: • Appointment letters • Forthcoming from the Governor’s office. • Next meeting • Meeting poll will be distributed. • Communication • Minutes/Recording to be distributed. • Officer nominations to be solicited following receipt of official appointment letters.