

**MINUTES**  
**Texas Cancer Council**  
**Austin**  
**August 8, 2003**

**Members Present:**

James D. Dannenbaum, Chairman  
Donald Spencer, M.D., Vice Chairman  
Karen Heusinkveld, R.N., Dr.P.H., Secretary  
Karen Bonner  
Audreyjane Castro  
A. Clare Buie Chaney, Ph.D.  
Carolyn Harvey, Ph.D., R.N.  
Larry Herrera, M.D.  
Sue Sandlin  
Courtney Townsend, Jr., M.D.  
J. Taylor Wharton, M.D.  
Debra Stabeno (representing Texas Department of Health)

**Call To Order**

The meeting was called to order at 9:19 a.m. by TCC Chairman James Dannenbaum in the May Owens Conference Room of the Texas Medical Association, Austin. A quorum was present.

**Excused Absences**

A motion was passed excusing the absences of R. Diane Barber, R.N., M.S. and Rubye Henderson, M.Ed. (motion by Dr. Townsend, seconded by Dr. Wharton).

**Adoption Of Minutes**

Minutes of the May 9, 2003 Council meeting were reviewed and adopted (motion by Dr. Wharton, seconded by Dr. Spencer).

**Executive Director's Report**

**Legislative Session**

Ms. Jacobs informed the Council that the agency had come through the legislative session with its policy board intact because it was moved from Article II into Article 1. The Council sustained a \$1.12 million reduction in funds for the next biennium. She also told the Council that one result of the legislative session is that the Council no longer must automatically have an internal audit or an internal audit program. She said the staff will still conduct annual risk assessments and, if an area of risk is identified, an audit will be conducted.

**Update of the *Texas Cancer Plan***

Ms. Jacobs informed the Council that the *Texas Cancer Plan* was last updated five-and-a-half years ago and it was now time to begin revising the document. She has formed a small group of advisors to plan on how best to begin the revision. She stated she was looking for more public input into the new Plan. The first meeting of this planning committee will be September 5. All Council members are invited to participate.

#### **Update of the *Breast and Cervical Cancer Action Plan***

Ms. Jacobs informed the Council that this Action Plan was near completion and it will be sent to Council members as soon as it is published. It will also be placed on the agency's web site.

#### **Update on Comprehensive Cancer Coalition**

Ms. Jacobs noted that the Coalition has received more than \$300,000 in funding next year, and was refunded for four more years. The Council's Executive Committee will look at contractual obligations that the Texas Department of Health promised the Centers for Disease Control and Prevention the Council would perform that were included in the grant, which was written by TDH.

#### **Update on the *Pain Guidelines***

Ms. Jacobs told the Council that revisions to the *Guidelines for the Treatment of Cancer Pain* booklet were nearly complete and that the Council would vote on providing funds for publishing the booklet later in the meeting.

#### **National Cancer Survivorship Action Plan**

Ms. Jacobs informed the Council that she attended this excellent meeting, which was sponsored by the Lance Armstrong Foundation and the Centers for Disease Control and Prevention. The first draft of a national action plan on survivorship should be available in January 2004.

#### **Future Meeting Dates**

Ms. Jacobs informed the Council that meeting dates for FY 2004 will be Friday, December 5, 2003; Friday, February 20, 2004; Friday, May 21, 2004; and Friday, August 13, 2004.

#### **Texans Conquer Cancer Rule Amendment**

The Council discussed adoption of rule amendments for publication in the Texas Register – 25 Texas Administrative Code Section 704, et. Seq. The Council adopted the amendments published in the June 13<sup>th</sup> issue of the Texas Register without changes (motion by Dr. Harvey, seconded by Dr. Herrera).

#### **Amendment Adoption to 2003 Internal Audit Plan**

The Council approved the amended 2003 Texas Cancer Council Internal Audit Plan, which the Council's Internal Auditor must submit to reporting authorities (motion by Dr. Heusinkveld, seconded by Dr. Townsend).

#### **FY 2003 Budget and Performance**

### **FY 2003 Performance Report: Third Quarter Summary**

TCC Assistant Program Manager Jane Osmond explained the Council's performance measures and how performance was matching projections as of the end of the 3<sup>rd</sup> Quarter of FY 2003. No major problems were noted and performance is on track for the year.

### **FY 2002 Expenditure and Contract Expenditure Report**

TCC Accountant Michelle Huddleston informed the Council that as of June 30, the Council had expended 81 percent of its administrative budget and 50 percent of the Plan budget. She noted that these levels are normal for this time in the fiscal year and contacts have been made with all projects to ensure billing for FY 03 is completed.

### **Budget Transfer Request**

The Council passed a motion authorizing the Executive Director to approve the budget transfer of \$15,625 for the Baylor College of Medicine to further their FY 03 project goals (motion by Dr. Herrera, seconded by Dr. Wharton)

### **Approval of FY 03 Miscellaneous Texas Cancer Plan expenditures**

The Council passed a motion authorizing the Executive Director to expend up to \$20,000 from Cancer Services for expenses related to the Guidelines for Treatment of Cancer Pain (motion by Dr. Spencer, seconded by Dr. Chaney).

### **Project Equipment Requests**

The University of Texas School of Nursing and the Community Hospice of Texas

The Council passed a motion authorizing the Executive Director to execute a Memorandum of Understanding with the Community Based Model for Enhancing African American Breast Cancer Screening Outreach and Case Management in Texas, and the Hospital Based Palliative Care Service projects authorizing the retention of equipment purchased with Council funds (motion by Dr. Townsend, seconded by Dr. Wharton).

### **FY 2004 Budget Allocation and Policy Issues**

#### **Adoption of FY 2004 Operating Budget**

Staff recommended that the Council adopt an FY 2004 Operating Budget as follows:

Cancer Services:	\$3,049,039
Administration and Support:	\$ 439,500
Available Funds:	\$3,488,539

A motion was passed adopting the operating budget for FY 2004 (motion by Dr. Herrera, seconded by Dr. Heusinkveld).

#### **FY 2004 Budget Overview and Allocation**

- Payroll/Human Resources Services contract with Texas Department of Health  
The Council passed a motion authorizing the TCC Executive Director to negotiate a fiscal

services contract with the Texas Department of Health for an amount not to exceed \$6,000. Funds are to be allocated out of the Council's Administrative and Support budget (motion by Ms. Castro, seconded by Dr. Herrera).

- **Miscellaneous *Texas Cancer Plan* expenditures**  
The Council passed a motion allocating \$11,200 for miscellaneous expenditures related to implementation of the *Texas Cancer Plan* and granting the TCC Executive Director authority to use the funds as she deems appropriate for Plan-related expenses. Funds are to be allocated out of the Cancer Services budget (motion by Dr. Herrera, seconded by Ms. Bonner).

### **FY 2004 Operating Budget Detail**

Ms. Jacobs explained a breakdown of the FY 2004 Operating Budget to Council members.

### **Biennial Election**

The Council discussed the election of a vice chairman and secretary for the FY 2004-05 biennium. Dr. Spencer and Dr. Heusinkveld, respectively, were nominated and reappointed to those positions by acclamation.

### **Sick Leave Pool**

A motion was passed appointing the Executive Director as the Texas Cancer Council's Sick Leave Pool Administrator (motion by Ms. Castro, seconded by Dr. Herrera).

### **Report From the Planning and Program Development Committee**

A motion was passed authorizing the African American Breast Cancer Outreach program to apply for FY 2004 Council funding (motion by Dr. Spencer, seconded by Dr. Townsend).

### **FY 2004 Project Funding Decisions**

#### **Contract Management Committee Report**

Contract Management Committee chair Dr. Spencer informed the Council of the committee's meeting the previous day. He provided an overview of the staff's monitoring visit schedule, the Initiatives Funding Priority Guide, and the proposed obligated Cancer Plan funds. He then presented the following projects for funding decisions:

#### **Continuation Project Applications**

- **Texas School Health Network – Texas Department of Health**  
Dr. Spencer described this project's focus as promoting primary cancer prevention statewide among school children through a network of Regional School Health Specialists in Education Service Centers. Council members discussed the value of exploring other models for reaching children and families, rather than this model. A motion was passed to withhold funding for this project until staff can discuss the project with the new project director (motion by Dr. Spencer, seconded by Ms. Bonner). The Council will revisit this proposal

during its next meeting and determine what model program is best for the Texas Cancer Council to fund.

- **Spit Tobacco Prevention Network (STOPN) – Baylor College of Dentistry/Texas A&M University System Health Science Center Research Foundation**

Dr. Spencer described this project's focus as providing a centralized clearinghouse on spit tobacco prevention and cessation information that can be used by communities throughout Texas. A motion was passed to fund this initiative at \$95,950 ((motion by Dr. Spencer, seconded by Ms. Castro, Dr. Herrera abstained). An amendment was passed requiring this project to apply for outside funding (motion by Dr. Harvey, seconded by Ms. Bonner, Dr. Herrera abstained). This project will be allowed to apply for continuation funding in FY 05.

- **Cancer Risk Reduction Education – Texas Cooperative Extension Service**

Dr. Spencer described this project's focus as providing cancer prevention education through trained County Extension Faculty to rural and urban Texas residents in each of the 254 counties. A motion was passed to fund this initiative at \$109,078 (motion by Dr. Spencer, seconded by Dr. Wharton).

- **West Texas Colon Cancer Screening Project – Hendrick Cancer Center**

Dr. Spencer described this project's focus as improving awareness and early detection of colon cancer for underserved rural Texans in Taylor, Jones, Haskell, Callahan, Shackelford, Eastland, Throckmorton, Young and Stephens counties. A motion was passed to fund this initiative at \$39,946 (motion by Dr. Spencer, seconded by Ms. Bonner).

- **Colorectal Screening Project – Longview Wellness Center, Inc.**

Dr. Spencer described this project's focus as developing and uniting area resources to promote colorectal cancer screening for African Americans over 50 years of age. A motion was passed to fund this initiative at \$128,317 (motion by Dr. Spencer, seconded by Dr. Heusinkveld, Dr. Harvey abstained).

- **Consejeras for Screening Education and Resource Management – Cancer and Chronic Disease Consortium, Inc.**

Dr. Spencer described this project's focus as providing colorectal cancer prevention and case management support for the underserved high-risk populations in El Paso and surrounding rural West Texas counties. A motion was passed to fund this initiative at \$99,480 (motion by Dr. Spencer, seconded by Ms. Castro).

- **Team Health Program – Cancer Therapy and Research Center**

Dr. Spencer described this project's focus as providing cancer risk reduction messages in Bexar, Bandera, Comal and Kendall counties to enable families to take responsibility for their health and lifestyle choices. A motion was passed to fund this initiative at \$50,000 (motion by Dr. Spencer, seconded by Dr., Townsend).

- **Project CHHIK (Creating Healthy Habits in Kids) – CHRISTUS St. Joseph's Health System**

Dr. Spencer described this project's focus as creating a cancer education program to reach

children and parents in Paris and surrounding counties. A motion was passed to fund this initiative at \$49,950 (motion by Dr. Spencer, seconded by Ms. Sandlin, Dr. Townsend abstained).

- **North Texas Children’s Cancer Prevention Program – North Central Texas Community Healthcare Center**

Dr. Spencer described this project’s focus as developing a program for youth that raises awareness of the hazards of increased exposure to the sun and use of tobacco products, and ways to prevent cancers associated with these hazards in Archer, Baylor, Clay, Foard, Hardeman, Montague, Wichita, and Wilbarger counties. A motion was passed to fund this initiative at \$48,703 (motion by Dr. Spencer, seconded Ms. Castro).

- **Children’s Prevention Initiative – Education Service Center Region XV**

Dr. Spencer described this project’s focus as developing and presenting school and community-based cancer prevention educational programs within the ESC Region XV catchment area, which includes Sterling, Coke, Runnels, Coleman, Brown, Irion, Tom Green, Concho, McCulloch, San Saba, Crockett, Schleicher, Sutton, Menard, Kimble, Mason, Val Verde, and Edwards counties. A motion was passed to fund this initiative at \$50,000 (motion by Dr. Spencer, seconded by Ms. Sandlin).

- **Teen Girls Anti-Smoking Campaign – Fleishman-Hillard, Inc.**

Dr. Spencer described this project’s focus as empowering girls in Travis, Hays, and Williamson counties, in partnership with GENAustin, with the truth about smoking to ensure a healthier future. A motion was passed to fund this initiative at \$50,000 (motion by Dr. Spencer, seconded by Ms. Bonner).

- **Big Country “Healthier Kids” Initiative – Hendrick Cancer Center**

Dr. Spencer described this project’s focus as developing a program for Abilene and surrounding counties to lower cancer mortality due to tobacco use and exposure to the sun in children and their parents. A motion was passed to fund this initiative at \$50,000 (motion by Dr. Spencer, seconded by Dr. Herrera).

- **Growing Healthy: Developing Healthy Lifestyles for Prevention Sake – Lake Country AHEC**

Dr. Spencer described this project’s focus as developing a cancer prevention program for rural communities in Camp, Franklin, Morris, Titus, Upshur, and Wood counties that encourages children and their parents to adopt cancer risk reduction habits. A motion was passed to fund this initiative at \$45,975 (motion by Dr. Spencer, seconded by Ms. Bonner).

- **Colon Cancer Awareness Initiative – CHRISTUS St. Joseph’s Health System**

Dr. Spencer described this project’s focus as developing and promoting colorectal cancer education in Paris and surrounding counties to increase awareness of the importance of prevention and early detection of colon cancer through screening. A motion was passed to fund this initiative at \$79,843 (motion by Dr. Spencer, seconded by Ms. Castro, Dr. Townsend abstained).

- **Valley Colorectal Screening Information and Services – UTMB Galveston**  
Dr. Spencer described this project’s focus as increasing public awareness of and demand for colorectal cancer screening and detection information and services in Cameron, Hidalgo, Starr and Willacy counties. A motion was passed to fund this initiative at \$88,000 (motion by Dr. Spencer, seconded by Dr. Herrera, Dr. Townsend abstained).

### **Professional Education**

- **Physician Oncology Education Program – Texas Medical Association**  
Dr. Spencer described this project’s focus as developing innovative statewide education programs and materials to increase primary care physicians' knowledge, skills, and roles in cancer prevention, screening, and diagnosis. A motion was passed to fund this initiative up to \$289,391 pending resolution of the survey activity (motion by Dr. Spencer, seconded by Dr. Townsend). The Council directed the staff to add wording to the POEP contract work plan to identify funding opportunities for NOEP and DOEP when conducting funding opportunity searches. POEP must also document the continued need for its annual “Talk Back” survey before this can be funded and provide supporting documentation to the Executive Director. The Executive Director will provide this information to the Council physicians, who will advise her on whether or not to fund this activity.
- **Nurse Oncology Education Program – Texas Nurses Foundation**  
Dr. Spencer described this project’s focus as increasing nurses' skills in cancer prevention and control by providing educational resources, continuing education, training programs, and technical assistance throughout Texas. A motion was passed to fund this initiative at \$343,272 (motion by Dr. Spencer, seconded by Dr. Townsend).
- **Dental Oncology Education Program – Baylor College of Dentistry/ The Texas A&M University System Health Science Center Research Foundation**  
Dr. Spencer described this project’s focus as enhancing the awareness and skills of dental professionals throughout Texas in preventing and detecting oral cancer. A motion was passed to fund this initiative at \$197,881 (motion by Dr. Spencer, seconded by Dr. Townsend, Dr. Herrera abstained).
- **Female Cancer Screening Education for Nurses in Rural or Medically Underserved Areas of Texas – UT M.D. Anderson Cancer Center**  
Dr. Spencer described this project’s focus as providing cancer prevention and control education to nurses in rural and underserved Texas communities. A motion was passed to fund this initiative at \$46,770 (motion by Dr. Spencer, seconded by Dr. Harvey, Dr. Wharton abstained). This project will be allowed to apply for continuation funding in FY 05.

### **Information and Referral**

- **Texas Cancer Data Center – UT M.D. Anderson Cancer Center**  
Dr. Spencer described this project’s focus as making cancer resources and statistics available to all Texans through the Internet and providing a credible, scientifically based, no-cost portal to cancer information and resources. A motion was passed to fund this initiative at

\$306,645 (motion by Dr. Spencer, seconded by Dr. Townsend, Dr. Wharton abstained). The program was also directed to make the TCDC epidemiologist available to Council staff to work on the *Texas Cancer Plan* update.

- **Project Grant Assistance – Phillips Management Group, Inc.**

Dr. Spencer described this project's focus as seeking, identifying and securing public and private grant funds and other resources for the Texas Cancer Council and its funded projects to enhance cancer control in Texas. Dr. Spencer noted how this project was not being fully utilized by the projects. A motion was passed terminating the project and directing Council staff to write a new RFA for a new project to assist Council-funded projects in acquiring outside funding (motion by Dr. Spencer, seconded by Ms. Bonner). The new program may be directed at developmental activities other than grant writing since this may be of greater assistance to the Council projects. When the new RFA is published, the Phillips Management Group will be allowed to compete for the project since they met their contractual obligations to the Council.

- **Childhood Cancer Survivor Passport for Care – Baylor College of Medicine**

Dr. Spencer described this project's focus as developing a system that will assist long-term pediatric cancer survivors, their family members, and health professionals who provide post-cancer health care services in understanding risks related to the prior history of cancer. A motion was passed to fund this initiative at \$50,000 (motion by Dr. Spencer, seconded by Dr. Herrera).

#### **Access to Care/Quality of Life**

- **Family Support – Cancer Care Services**

Dr. Spencer described this project's focus as providing a network of support to caregivers and family members of cancer patients to reduce their stress and improve their quality of life in Tarrant, Parker, and Hood counties. A motion was passed to fund this initiative at \$99,934 (motion by Dr. Spencer, seconded by Dr. Herrera).

- **The Esperanza Project – Hospice of El Paso**

Dr. Spencer described this project's focus as developing a caregiver support network for caregivers and family members of cancer patients in the greater El Paso area, including colonias and communities in the surrounding area. A motion was passed to fund this initiative at \$96,700 (motion by Dr. Spencer, seconded by Dr. Chaney).

- **Promesa Salud – Planned Parenthood Association of Cameron and Willacy Counties**

Dr. Spencer described this project's focus as improving the outcomes of women diagnosed with breast and cervical cancer by assisting their caregivers in maintaining their own health and access to services available to them and the cancer patient for whom they are responsible. A motion was passed to fund this initiative at \$96,640 (motion by Dr. Spencer, seconded by Dr. Herrera).

- **Cancer Nutrition Network for Texans – University of Texas Medical Branch – Galveston**

Dr. Spencer described this project's focus as developing nutritional information resources for use during cancer therapy that will contribute to the knowledge bases of patients, caregivers, and the medical community to effectively influence the course of treatment and quality of life of cancer patients and survivors. A motion was passed to fund this initiative at \$51,000 (motion by Dr. Spencer, seconded by Ms. Bonner, Dr. Townsend abstained). This project will be allowed to apply for FY 05 continuation funding.

**Public Comments**

Chairman Dannenbaum asked if there were comments from the public. Dr. Kay Rankin, project director of the DOEP program, thanked the Council for its continued support of the program. She noted that the fellowships that were not funded by the Council in FY 04 were at the pre-doctoral dental level and that they were service fellowships.

Dr. Geoffry Weiss, the chair of the POEP steering committee, also thanked the Council for its continued support of the POEP program. He stated that the "Talk Back" surveys were very important to the program and a necessary part of the program's providing accredited Continuing Medical Education credits.

**Adjournment**

There being no further business, the meeting was adjourned at 1:55 p.m. (motion by Dr. Spencer, seconded by Dr. Chaney).

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Signature

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Date