

**MINUTES**  
**Quarterly Board Meeting**  
**Texas Cancer Council**  
**Dr. May Owens Conference Room, 10<sup>th</sup> Floor**  
**Texas Medical Association**  
**401 W. 15<sup>th</sup> Street, Austin, TX**  
**August 4, 2006**

Mr. James Dannenbaum announced a quorum and called the meeting to order. In attendance were Mr. Dannenbaum, Dr. Donald Spencer, Dr. Karen Heusinkveld, Ms. Diane Barber, Ms. Karen Bonner, Dr. Clare Chaney, Dr. Carolyn Harvey, Ms. Rubye Henderson, Dr. Courtney Townsend, and Ms. Juanita Salinas representing the Department of State Health Services. Staff present at the meeting included Ms. Sandra Balderrama, Ms. Jane Osmond, Ms. Lisa Nelson, Ms. Michelle Huddleston, Ms. Michelle Frerich, Ms. Stephanie Uecker, and Mrs. Yvette Jimenez. Mr. Dannenbaum noted the requests for excused absences from Dr. Joseph Bailes, Dr. Lloyd Croft, and Dr. J. Taylor Wharton. Dr. Townsend moved to approve the requests, and Dr. Spencer seconded. None opposed. Motion carried.

Mr. Dannenbaum recognized the guests that were in attendance. Guests included Ms. Liz Prado of the Legislative Budget Board, Ms. Glenna Stewart of DSHS Comprehensive Cancer Control Program, Ms. Stephanie Gonzalez of POEP, Mr. Grady Basler of the Dental Oncology Education Program, Ms. Gay Lindsey of NOEP, Dr. Wong and Ms. Marissa Martin from Scott & White Memorial Hospital.

**Adoption of Minutes**

Dr. Heusinkveld moved to adopt the minutes of the May 4, 2006 Strategic Planning meeting, and Ms. Bonner seconded. None opposed, motion carried. Then Dr. Townsend moved to adopt the minutes of the May 5, 2006 Quarterly Board meeting, with Dr. Heusinkveld seconding. None opposed, motion carried.

**Ratification of Executive Committee's July 20, 2006 actions**

Dr. Townsend moved to ratify the Executive Committee's actions taken on July 20, 2006 approving the agency's FY 2008-2009 Legislative Appropriations Request. Ms. Barber seconded. None opposed, motion carried.

**Executive Director's Report**

- New staff member – Ms. Michelle Frerich is the agency's new program specialist. Her work at TCC will focus on tracking, verifying, and analyzing program performance measurements and providing technical assistance to programs. Prior to joining TCC, Michelle worked as a cancer information specialist with the American Cancer Society where she provided cancer information to patients, caregivers, and other callers. She also has experience in home health and third-party administration for the Children's Health Insurance Program (CHIP). Michelle holds a Bachelors Degree in Psychology from the University of Texas at Austin.

- Update on Board vacancies – Now only have 4 vacancies on the TCC Board of Directors, one of which is a re-appointment. Ms. Balderrama made follow-up calls to the Lt. Governor and Governor offices to check on the status of the appointments.
- Mandatory Open Government Training for Board Members – Ms. Balderrama referred members to the e-mail that was sent to them. The legislature had mandated that all state board members participate in training on the Open Meetings Act and the Public Information Act. She gave them more of the history of this legislation, and answered all questions the board had.
- FY 2007-2011 Strategic Plan – Ms. Balderrama reported that the agency had completed its strategic plan and that it was turned in at the appropriate time.
- World Cancer Congress – Ms. Balderrama gave an account of her trip to Washington to attend the World Cancer Congress. Juanita Salinas, Glenna Stewart, and Carla Strom did a presentation on the toolkit. She said it was thoroughly enjoyable, and she gained a lot of insight and met a lot of people from different parts of the world.
- Tobacco Conference – Ms. Balderrama also gave an account of her trip to The Woodlands where she attended the Tobacco Conference. She saw the latest in tobacco prevention materials and was impressed by the things that the young people were accomplishing.
- Tobacco Plan – Through the Cancer Congress and the Tobacco Conference, Ms. Balderrama was able to gather a lot of information, which will help with following through on the Board's directive to develop a Texas Tobacco Plan. She made some new contacts and gathered new ideas at both of these conferences. The first kick-off meeting will be in September to get a group together to see what direction is needed to get this plan done.
- Proposed FY 2007 Council meeting dates – Ms. Balderrama drew the members' attention to the dates presented.

### **FY 2006 Budget and Performance**

- FY 2006 Grants Pursued Report – by Ms. Osmond
- FY 2006 Performance Report: Third Quarter Summary – by Ms. Osmond
- FY 2006 Expenditure Report – by Ms. Huddleston
- FY 2006 Grant Expenditures Report – by Ms. Huddleston

### **FY 2007 Budget Allocation and Policy Issues**

- Adoption of FY 2007 Operating Budget  
Dr. Spencer moved to adopt the FY 2007 operating budget including all FY 2006 carry-forward funds. Dr. Chaney seconded. None opposed, motion carried.
- FY 2007 Budget Overview and Allocation

Dr. Townsend moved to authorize the TCC Executive Director to negotiate a fiscal services contract for an amount not to exceed \$6,000. Funds are to be allocated out of the Council's Administrative budget. Dr. Spencer seconded. None opposed, motion carried.

- Miscellaneous cancer services operating expenditures  
Dr. Harvey moved to allocate \$11,200 for miscellaneous operating expenditures related to implementation of the Texas Cancer Plan and grant the TCC Executive Director authority to use the funds for appropriate cancer services related expenses. Funds are to be allocated out of the cancer services operating budget. Dr. Heusinkveld seconded. None opposed, motion carried.

### **FY 06 Programmatic Issues and FY 07 Project Funding Decisions**

Report from Contract Management Committee – by Dr. Spencer

- Contract Amendment Request from the Community Workshops for Cancer Control Program  
Dr. Spencer moved to fund at \$1,026. Dr. Heusinkveld seconded. None opposed, motion carried. Diane Barber abstained.

FY 2007 Applications for Funding

#### **Continuation Funding**

1. Texas Cancer Data Center – UT M.D. Anderson Cancer Center  
Dr. Spencer moved to fund \$306,989 from TCC funds for TCCDC operations and \$9,999 from TCCCC support funds for Coalition website support for a total of \$316,988, and to invite them to apply for 2008 funding. Dr. Townsend seconded. None opposed, motion carried. Diane Barber abstained.
2. Cancer Prevention Through the Texas School Health Network – Dept. of State Health Services  
Dr. Spencer moved to fund them at \$210,000, and to invite them to apply for 2008 funding. Karen Bonner seconded. None opposed, motion carried.
3. Cancer Data in the Lower Rio Grande Valley – UT Health Science Center at Houston/Brownsville Campus  
Contract Amendment Request from the UTHSC at Houston/Brownsville Campus  
Dr. Spencer moved to fund this project at \$100,000 plus the contract amendment at \$17,700 for a total contract of \$117,700, and to invite to apply for 2008 funding. Karen Bonner seconded. None opposed, motion carried.
4. Physician Oncology Education Program – Texas Medical Association Special Funds Foundation  
Dr. Spencer outlined concerns with funding the Talk Back Survey and expressed a desire to have the POEP Steering Committee find another use for those funds. If the Talk Back survey is continued, it should serve the function outlined by Dr.

Fernandez in her evaluation and provide POEP with information about the impact the program is having on physician knowledge and behavior. Dr. Spencer moved to fund them up to \$289,938 with funding for Talk Back Survey to be approved by the Executive Director based upon satisfactory response to how the project will use the survey to determine the impact of POEP activities on physician knowledge and behavior, and to invite them to apply for 2008 funding. Dr. Heusinkveld seconded. None opposed, motion carried.

5. Nurse Oncology Education Program – Texas Nurses Foundation  
Dr. Spencer moved to fund up to \$344,000, and to invite them to apply for FY2008 funding. Mr. Dannenbaum mentioned how he had promoted this project and the next (DOEP) to Representative Jim Pitts. Mrs. Henderson seconded. None opposed, motion carried.
6. Dental Oncology Education Program – The Texas A&M Univ. System HSC Research Foundation  
Dr. Spencer moved to fund at \$198,000, and to invite them to apply for 2008 funds. He reported that they had wanted the funding cap elevated. After discussion, the Contract Management Committee said not at this time, and the Board concurred. Mrs. Henderson seconded the motion. None opposed, motion carried.
7. Spit Tobacco Prevention Network – The Texas A&M Univ. System HSC Research Foundation  
Dr. Spencer moved to fund at \$146,000, and to invite them to apply for FY2008 funding. Karen Bonner seconded. None opposed, motion carried.
8. Cancer Risk Reduction Education Through Texas Cooperative Extension Service – Texas Cooperative Extension  
Dr. Spencer moved to fund at \$109,985, and to invite them to apply for 2008 funding. Mrs. Henderson seconded. None opposed, motion carried.
9. Female Cancer Screening Education for Nurses in Rural or Medically Underserved Areas of Texas – UT M.D. Anderson Cancer Center  
Dr. Spencer moved to fund at \$46,770, and to invite them to apply for FY 2008 funding. Dr. Harvey seconded. None opposed, motion carried.
10. Survivorship Coalition – Cancer Care Services  
Dr. Spencer stated this was the second year of a two-year program, and moved to fund them at \$56,604. Karen Bonner seconded the motion. None opposed, motion carried. Mr. Dannenbaum talked about perhaps expanded the project to Ellis County to include Waxahachie.
11. The LRGV Resource for Cancer Survivor Information – UTMB RMCHP  
Dr. Spencer stated this was the second year of a two-year program. He moved to fund at \$57,000 and to invite them to apply for funds in FY2008 to provide outreach

to all Regional Maternal and Child Health Clinics. Dr. Chaney seconded. None opposed, motion carried. Dr. Townsend abstained.

12. Underserved Populations Survivorship Program – YWCA of Lubbock  
Dr. Spencer stated this was the second year of a two-year program, and moved to fund at \$57,000. Dr. Townsend seconded. None opposed, motion carried.
13. Panhandle Community Partnerships: Comprehensive Tobacco Control Program – The Don and Sybil Harrington Cancer Center  
Dr. Spencer moved to fund at \$49,296, and to invite them to apply for FY 2008 funding even though this is the third year of a three-year program. The Committee and Board agreed that it would be good to continue to have a comprehensive tobacco control program. Karen Bonner seconded. None opposed, motion carried.
14. Reducing Tobacco Use in Rural Communities – Texas Cooperative Extension  
Dr. Spencer stated this was the third year of a three-year program. He moved to fund at \$50,000 and to invite them to apply for FY2008 funds to expand program into additional communities in the Panhandle area and implement the Council's tobacco priority for marketing the Quit Line. Dr. Chaney seconded. None opposed, motion carried.
15. Team Health Program – Cancer Therapy and Research Center  
Dr. Spencer moved to fund at \$30,000 with Dr. Townsend seconding. None opposed, motion carried.
16. Project CHHIK (Creating Healthy Habits in Kids) – Paris Regional Medical Center  
Dr. Spencer stated this was the fifth year in a five-year step-down funding program, and moved to fund them at \$29,904. Karen Bonner seconded. None opposed, motion carried. Dr. Townsend abstained.
17. North Texas Children's Cancer Prevention Program – North Central Texas Community Health Care Center  
Dr. Spencer stated this was the fifth year in a five-year step-down funding program, and moved to fund them at \$30,000. Dr. Townsend seconded. None opposed, motion carried.
18. ESC Region XV Children's Prevention Initiative – Education Service Center Region XV  
Dr. Spencer moved to fund them at \$30,000. Mr. Dannenbaum suggested notifying Representative Pete Gallego this project is in his district. Karen Bonner seconded. None opposed, motion carried.
19. OriGENal voice: Girls for Tobacco-Free Living – GENAustin (Girls Empowerment Network)

Dr. Spencer stated this was the fifth year in a five-year step-down funding program, and moved to fund them at \$38,000. Dr. Chaney seconded. None opposed, motion carried.

20. OriGENal voice Bell County: Girls Speaking Out Against Big Tobacco – Scott & White Hospital

Dr. Spencer moved to fund them at \$30,000. Karen Bonner seconded. None opposed, motion carried.

21. Big Country Healthier Kids Initiative – Hendrick Cancer Center

Dr. Spencer stated this was the fifth year in a five-year step-down funding program, and moved to fund them at \$29,963. Mrs. Henderson seconded. None opposed, motion carried.

22. Growing Healthy: Developing Healthy Lifestyles for Prevention Sake – Lake Country Area Health Education Center

Dr. Spencer moved to fund them at \$25,647. Karen Bonner seconded. None opposed, motion carried.

23. Colon Cancer Awareness Initiative (CCAI) – Paris Regional Medical Center

Dr. Spencer moved to fund them at \$38,811. Dr. Heusinkveld seconded. None opposed, motion carried.

24. Valley Colorectal Screening Information and Service – UTMB at Galveston

Dr. Spencer move to fund them at \$40,000, and to invite this project to partner with the Survivorship Coalition project at UTMB to submit one combined proposal in FY2008 to expand services to Regional Maternal and Child Health Clinics in Texas. Dr. Harvey seconded. None opposed, motion carried.

25. Family Support – Cancer Care Services

Dr. Spencer stated this was the fifth year in a five-year step-down funding program. He moved to fund at \$39,939, and to invite them to apply for FY2008 funding to replicate its success in another Texas community. Mr. Dannenbaum suggested the project connect with Representative Bob Hunter, who is a cancer survivor himself. Karen Bonner seconded. None opposed, motion carried.

26. The Esperanza Project – Candlelighters of the El Paso Area

Dr. Spencer stated this was the fifth year in a five-year step-down funding program, and moved to fund them at \$40,000. Mr. Dannenbaum suggested finding Ms. Petra Reyna, who was a former project director, for her input. Diane Barber seconded. None opposed, motion carried.

27. Promesa Salud Caregiver Project – Planned Parenthood Asso. of Cameron and Willacy Counties, Inc.

Dr. Spencer stated this was the fifth year in a five-year step-down funding program, and moved to fund them at \$40,000. Diane Barber seconded. None opposed, motion carried.

28. Cancer Nutrition Network for Texans – UTMB at Galveston

Dr. Spencer moved to fund at \$50,096, and to invite them to apply for FY 2008 funding. Dr. Harvey seconded. None opposed, motion carried.

29. Cancer Resource Enhancement Program – Funding Solutions

Dr. Spencer moved to fund at \$75,000, and to consider them for funding in FY2008. Dr. Harvey seconded. None opposed, motion carried.

**New Funding Applications**

1. Physical Conditioning Program – Cancer Foundation for Life

Dr. Spencer moved to fund up to \$100,000, and that staff will work with applicant to revise budget and performance measures. Ms. Barber seconded. None opposed, motion carried.

2. A Physical Rehabilitation Program for Cancer Survivors in Austin, TX – Daughters of Charity Health Services of Austin dba SETON Healthcare Network

Dr. Spencer moved to fund up to \$100,000, and that staff will work with applicant to revise budget and performance measures. Mr. Dannenbaum suggested exploring the possibility of getting grants from pharmaceutical companies. Dr. Harvey seconded. None opposed, motion carried.

3. Asian Cancer Coordination Project – Asian American Health Coalition of Greater Houston, Inc.

Dr. Spencer moved to fund up to \$100,000, and that staff will work with applicant to revise budget and performance measures as needed. Mr. Dannenbaum suggested getting with Representative Martha Wong for her input, and possibly Representative Hubert Vo. Dr. Harvey seconded. None opposed, motion carried.

4. Asian Chamber of Commerce Cancer Control Initiative – US Pan Asian American Chamber of Commerce

Dr. Spencer moved to not fund them at this time. Mrs. Henderson seconded. None opposed, motion carried.

5. Virtual Asian Cancer Prevention Center – Texas Asian Foundation

Dr. Spencer moved to not fund them at this time. Dr. Harvey seconded. None opposed, motion carried.

Dr. Spencer thanked the members of the committee for their hard work.

**Update on Council member activities related to cancer prevention**

Dr. Carolyn Harvey participated in the NOEP conference, and says that they are making great strides.

There being no more business to conduct and no public comments forthcoming, Dr. Harvey moved to adjourn the meeting. Dr. Spencer seconded. None opposed, motion carried. The meeting adjourned.

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Signature

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Date