

MINUTES
Quarterly Board Meeting
Texas Cancer Council
Dr. May Owen Conference Room
Texas Medical Association
Austin, TX
August 3, 2007

Mr. James Dannenbaum announced a quorum and called the meeting to order at 9:00 a.m. In attendance were Mr. Dannenbaum, Dr. Donald Spencer, Dr. Joseph Bailes, Ms. Diane Barber, Ms. Karen Bonner, Dr. Lloyd Croft, Dr. Clare Chaney, Dr. Carolyn Harvey, Ms. Rubye Henderson, Dr. Courtney Townsend, and Ms. Juanita Salinas representing the Department of State Health Services (DSHS). 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. Karen Heusinkveld, and Dr. J. Taylor Wharton. Dr. Townsend moved to approve the requests, and Dr. Bailes seconded. None opposed. Motion carried.

Guests included Ms. Stephanie Gonzalez of the Physician Oncology Education Program (POEP), Joni Watson of the Nurse Oncology Education Program (NOEP), and Ms. Cheryl Chester, educator.

Adoption of Minutes

Dr. Croft moved to adopt the minutes of the May 4, 2007 Quarterly Board meeting. Dr. Chaney seconded. None opposed, motion carried.

Biennial Election

Dr. Townsend motioned to re-elect Dr. Spencer as vice-chairman of the Board and Dr. Heusinkveld as secretary of the Board for the FY 2008-09 biennium, commenting on their noteworthy service to this date. Dr. Croft seconded. None opposed, motion carried.

TCC Rule Revisions 25 TAC §§704.1, 704.7, and 704.11

Ms. Balderrama stated these revisions would clarify terminology and make items such as dates and agency names current. Dr. Bailes moved to adopt the rule amendments with changes in §§704.1, 704.7, and 704.11 as published in the May 18th issue of the Texas Register in the "Rules Proposed" section of the *Texas Register*, in accordance with the requirements of the Administrative Procedure Act. Dr. Croft seconded. None opposed. Motion carried.

FY 2007 Budget and Performance

Miscellaneous cancer services operating expenditures

Dr. Townsend moved to grant the TCC Executive Director authority to use an additional \$10,750 from the cancer services appropriation for printing of the *Texas Cancer Plan*

and purchase of the *Cultural Competence in Cancer Care* booklets. Dr. Bailes seconded. None opposed. Motion carried.

Budget Transfer Requests

Dr. Townsend moved to authorize the Executive Director to approve the budget transfer of \$6,160 for The University of Texas Health Science Center at Houston, to cover expenses related to the marketing plan and website design for the Bachelor of Applied Arts and Sciences-Interdisciplinary Studies Certified Tumor Registrar Specialization. Ms. Barber seconded. Mr. Dannenbaum added that before TCC approves funding for marketing efforts of the program, the Board should first confirm that the coordinating board of the school has approved the curriculum (if it is a requirement of the school). None Opposed. Motion Carried.

Dr. Croft moved to authorize the Executive Director to approve the budget transfer of \$2,721.59 for The University of Texas Medical Branch at Galveston, to cover expenses related to the Cancer Care Passport and supplemental information cards. Ms. Barber seconded. None opposed. Motion carried. Dr. Townsend abstained.

FY 2008 Budget Allocation and Policy Issues

Adoption of FY 2008 Operating Budget

Dr. Townsend moved to adopt the proposed operating budget for FY 2008 provided in the Board packet. Ms. Henderson seconded. None opposed. Motion carried.

FY 2008 Budget Overview and Allocation

Payroll/Human Resources Services contract- Dr. Bailes 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. Croft seconded. None opposed. Motion carried.

Miscellaneous cancer services operating expenditures- Ms. Barber 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. Ms. Bonner seconded. None opposed. Motion carried.

DSHS Requested Contractual Services (FY 2008)

Dr. Townsend moved to authorize the Executive Director to contract with DSHS and expend an amount up to \$116,807 pending the receipt of an Interagency contract from DSHS. Dr. Bailes seconded. None opposed. Motion carried.

Project Funding Decisions-Report from Contract Management Committee

Proposed FY 2007 Contract Amendment Requests

Dr. Spencer motioned to fund all the following contract amendment requests at the amount requested:

- Texas Cancer Data Center (TCDC): Fund at \$1,695.
- Cancer Foundation for Life Physical Conditioning Program: Fund at \$6,600.
- Asian Cancer Coordination Project: Fund at \$3,000.
- Physician Oncology Education Program: Fund at \$12,600.
- Nurse Oncology Education Program: Fund at \$9,200.
- Children's Cancer Prevention Initiative: Fund at \$500.
- OriGENal Voice at GenAustin: Fund at \$2,672.
- Family Support: Fund at \$9,400.
- Big Country Healthier Kids: Fund at \$1,500.
- Cancer Resource Enhancement Program: Fund at \$755.

Dr. Townsend seconded. None opposed. Motion carried. Ms. Barber abstained from the TCDC vote.

Proposed FY 2008 Applications for Funding for Cancer Services Grants

Dr. Spencer introduced the FY2008 performance measures and also mentioned that there are no new projects at this time. However, there will likely be new applications at the next meeting for approval. The following applications were approved for FY2008 funding:

Texas Cancer Data Center – UT M.D. Anderson Cancer Center

Dr. Spencer motioned to fund \$305,210 from TCC funds for TCDC operations and up to \$9,590 from the Texas Department of State Health Services Interagency Contract for Coalition website support for a total of \$314,800. Dr. Townsend seconded. None opposed. Motion carried. Ms. Barber abstained. Dr. Chaney was pleased to see that TCDC's application included plans to expand the information they provide to include smoke policies. She inquired how many smoke-free states existed at this time. Ms. Salinas estimated there were about twenty.

Cancer Prevention Through the Texas School Health Network – Texas Department of State Health Services

Dr. Spencer motioned to fund at \$210,000, noting DSHS' partnership in achieving structure to keep the Education Service Centers equipped with appropriate personnel for cancer control education. Dr. Croft seconded. None opposed. Motion carried.

Cancer Data in the Lower Rio Grande Valley – UT Health Science Center at Houston

Dr. Spencer motioned to fund this project at \$116,998 and to invite the project to apply for 2009 funds to promote the degree program to other allied health schools in Texas and to support the degree program coordinator. He added that, as mentioned before, the Board should first confirm that the coordinating board of the school has approved the curriculum. Ms. Barber seconded. None opposed. Motion carried.

Physician Oncology Education Program – Texas Medical Association Special Funds Foundation

Dr. Spencer informed the Board that representatives from POEP, Texas Medical Association, and TCC (including himself) met to discuss priorities and strategies to reach goals. He feels this was a productive meeting, adding that opinions and directions for the project were cleared up. He anticipated the staff and steering committee would have a better understanding of what TCC wants from POEP. TCC and Program Staff also worked on this year's application. In reference to the Talk Back Survey, POEP will now seek outside funding for this activity. The funds originally intended for the survey will now be used towards educational material (CME, etc.). Dr. Spencer motioned to fund at \$289,946. Ms. Bonner seconded. None opposed. Motion carried.

Nurse Oncology Education Program – Texas Nurses Foundation

Dr. Spencer motioned to fund up to \$344,000, noting NOEP's intention to establish a curriculum committee to create survivor modules for nursing students. Dr. Croft seconded. None opposed. Motion Carried.

Dental Oncology Education Program – The Texas A&M Research Foundation

Dr. Spencer noted DOEP's intention to launch 4 modules on the DOEP website for CDE, then motioned to fund the program at \$198,000, and invite DOEP to apply for a contract amendment to implement programmatic activities relating to oral cancer screening and referral for the at risk public. Dr. Townsend seconded. None opposed. Motion carried.

Spit Tobacco Prevention Network – The Texas A&M Research Foundation

Dr. Spencer motioned to fund at \$146,000 and to direct the Project Director to locate the two unfilled outreach coordinators in communities with a comprehensive cancer control initiative. Dr. Townsend seconded. None opposed. Motion carried.

Cancer Risk Reduction Education Through Texas Cooperative Extension Service – Texas Cooperative Extension

Dr. Spencer motioned to fund at \$110,000, mentioning the program's inclusion of TCC priorities as part of their objectives. Ms. Henderson seconded. None opposed. Motion carried.

Female Cancer Screening Education for Nurses in Rural or Medically Underserved Areas of Texas – UT M.D. Anderson Cancer Center

Dr. Spencer mentioned that the interest for this program has not declined and that the program is now covering seven cancers prevalent in females. Dr. Spencer motioned to fund this program at \$46,770. Dr. Harvey seconded. None opposed. Motion carried.

The LRGV Resource for Cancer Survivor Information – UTMB RMCHP

Dr. Spencer stated this would be the third year of a five-year project. Dr. Chaney commented on the impressive list of letters of support for this program. Dr. Spencer added that many of these letters are from individuals in new communities who want

this program; replicating an already established good program is a good use of TCC funds. Dr. Spencer motioned to fund this program at \$57,000 and to invite the project to apply for additional FY 2008 funds up to \$43,000 to support the project for an entire fiscal year. Dr. Harvey seconded. None opposed. Motion carried. Dr. Townsend abstained.

Reducing Tobacco Use in Rural Communities – Texas Cooperative Extension
Dr. Spencer motioned to fund this program at \$49,993, noting the programs initiative to encourage communities to support comprehensive programs and evidence-supported materials. Dr. Harvey seconded. None opposed. Motion carried.

Family Support – Cancer Care Services – Abilene

Dr. Spencer noted this would be a first year replication of a successful program run in Fort Worth at Cancer Care Services, an example of what TCC wants to see with all projects. Dr. Spencer motioned to fund this program at \$39,902, invite them to apply for up to an additional \$40,000 to support programmatic goals of the project for an entire fiscal year, and approve spending project funds to pay for two people to attend the Project Director meeting. Dr. Bailes seconded. None opposed. Motion carried.

Cancer Nutrition Network for Texans – UTMB at Galveston

Dr. Spencer commented on the success of this program and their intent in FY2008 to increase the number of communities receiving information on creating cancer care teams. He feels all TCC projects could benefit from using this project's services, since their nutritional information is tailored towards survivors' needs. Dr. Spencer motioned to fund the program at \$50,986. Dr. Harvey seconded. None opposed. Motion Carried.

Cancer Resource Enhancement Program – Funding Solutions

Dr. Spencer motioned to fund this program at \$75,000. Dr. Croft seconded. None opposed. Motion carried.

Physical Conditioning Program – Cancer Foundation for Life

Dr. Spencer commented on the success of this program, which has been able to establish four new physical conditioning sites through TCC funds. Dr. Spencer motioned to fund the program at \$100,000. Dr. Croft seconded. None opposed. Motion carried. Dr. Harvey asked why the program has not expended much funds. Dr. Spencer clarified that projects submit reimbursement requests at varying times during the fiscal year; they may wait till later to submit their own.

A Physical Rehabilitation Program for Cancer Survivors in Austin, TX – SETON Healthcare Network

Dr. Spencer motioned to fund this program at \$100,000. Dr. Townsend seconded. None opposed. Motion carried.

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

Dr. Spencer commented that this would be the second year for the project to continue providing cancer education to the Asian American population. Dr. Spencer motioned to fund the program at \$100,000. Ms. Bonner seconded. None opposed. Motion carried.

Executive Director's Report

NOEP Conference

Ms. Balderrama informed the board that the FY2007 contract with the CDC and then with NOEP to provide the *Tools for Helping Communities Fight Cancer* conference in Austin proved to be highly successful, with 120 participants. TCC plans to contract with the CDC and then with NOEP again in FY2008 for a conference in San Antonio on February 13-14, 2008. Dr. Spencer motioned to authorize the Executive Director to contract with CDC for an amount up to \$50,000 and expend the funds to provide the conference. Dr. Townsend seconded. None opposed. Motion carried.

Before moving on, Mr. Dannenbaum wanted to discuss legislative activities regarding the Cancer Prevention and Research Institute of Texas (Institute) and possible implications to the Council and TCC-funded programs. If the constitutional amendment passes to authorize three billion dollars in bonds (for distribution of three hundred million per year) to fund the Institute's activities, the Council as it presently exists, will cease. The Institute will have at least 90% of funds going towards research, and up to 10% for prevention. Two committees would exist, an oversight committee and advisory committee. The advisory committee would recommend grants. The oversight committee could veto a proposal with two-thirds vote. TCC staff members would transition to the Institute. Mr. Dannenbaum encouraged all Council members who feel they are qualified to apply.

Mr. Dannenbaum's impression is that funds for grants from the Institute would not be available before 2009. That would mean a potential hiatus between FY2008 and FY2010 for current program. He wants to urge that this doesn't happen. Mr. Dannenbaum proposed that at the next Board meeting, the Council should discuss key programs to ensure they do not disappear during FY2009. With legislative appropriations to TCC for the biennium, TCC should hopefully be able to continue to fund these core programs. Dr. Spencer suggested the Board meet soon to make a decision regarding these programs. He added that for key projects, priorities change every year. That is why TCC asks them to re-apply every year. He inquired how TCC could assure funding for the next 2 years, and also ensure priority changes are implemented? Mr. Dannenbaum responded that it is probably better that TCC allow a basic level of continuity. He suggested authorizing continuation of those key program activities, so that programs will be contractually bound to continue in FY2009. If the amendment doesn't pass, program funds will be subject to usual prioritization. TCC staff was asked to poll the Board members to determine the best time for the next Board meeting.

Dr. Harvey agreed the Board should do something to protect these projects and suggested more dialogue regarding the implications of the Institute. Dr. Spencer commented how the types of grants attracted with funds from the Institute would be completely different than the ones received by the Council now. Review of these types of grant applications would require expertise that possibly few people have. He is concerned whether or not the appointments to the committees of the Institute will have this expertise to legitimately review research grant applications. Dr. Bailes brought up the example of the National Cancer Institute referee system as one type of approach. Mr. Dannenbaum suggested the Board make views known to the appointing authority of the Institute. He suggested that everyone send their thoughts/concerns to the TCC staff who can then consolidate these items into something to forward to the appointing authority of the Institute.

Legislative Update

Ms. Balderrama commented that she was told more than once during the legislative session that TCC is the most efficient agency in the state. As an agency, TCC received over six million dollars for the next biennium. This restores some of the money that was lost in previous years. TCC did unfortunately lose the vacant FTE position.

Tobacco Plan

Ms. Balderrama provided an update on the progress of the statewide tobacco plan the Board had requested. There were delays during the legislative session, but activity is now on track again. TCC is contracting with Ms. Juli Fellows to coordinate this effort. Ms. Balderrama met with Ms. Penny Harmonson, who also agrees that Texas needs a statewide tobacco plan. There is no definitive end date at this time.

Leadership Institute in California and C-Change Cancer Core Competencies

Ms. Osmond informed the Board about her recent participation at the conference in California, which brought members of state coalitions together to discuss their state's cancer plan. The members from Texas who attended the conference heard presentations in a variety of areas. After presentations, the Texas group would meet to discuss how the topics of each presentation related to the Texas Cancer Plan. One item taken from the conference was the need for application of cancer core competencies in oncology education programs. Ms. Osmond added that this information will be shared with TCC's oncology education programs.

Meadows Funds

Ms. Balderrama informed the Board of four amendments recently approved with Meadows funds, to include:

- \$8,000 for printing cancer resource directories, brochures, providing community education activities, and evaluation of a mentor program to YWCA of Lubbock.
- \$8000 for purchasing and dissemination of materials, media costs, providing exhibits and community education activities to Lubbock County Colon Cancer Demonstration Project.
- \$6,790 and \$8,000 for purchase and dissemination of materials and printing of additional resource directories to Valley Cancer Survivor Information Service.

FY 2007 Budget and Performance

FY 2007 Grants Pursued Report – presented by Ms. Osmond

FY 2007 Performance Report: Third Quarter Summary – presented by Ms. Osmond

FY 2007 Expenditure Report – presented by Ms. Huddleston

FY 2007 Grant Expenditures Report – presented by Ms. Huddleston

Update on Council member activities related to cancer prevention

Dr. Chaney informed the Board that Linda Armstrong retracted her offer to promote the Texans Conquer Cancer License Plate program, citing time constraints and her many current commitments. Dr. Chaney still feels it is a good idea to look into public service announcements to promote the program. Ms. Salinas confirmed there are 16-20 states with smoke-free policies. This session was the first time a bill recommended Texas become a smoke-free state. Mr. Dannenbaum wanted to offer best wishes to Deborah Stabeno and Nancy Weiss on their retirement. Ms. Salinas provided details for Ms. Stabeno’s retirement event. There were no further comments.

Mr. Dannenbaum thanked everyone for their efforts, noting the dedicated staff and the expertise of Council volunteers. He added that the Board should send letters to project directors after the next Board meeting thanking them for their efforts. There being no additional business to conduct and no public comments forthcoming, Dr. Spencer moved to adjourn the meeting. Ms. Bonner seconded. None opposed. Motion carried. The meeting adjourned at 11:45 a.m.

Signature

Date