

**MINUTES**  
**Texas Cancer Council**  
**Austin**  
**December 5, 2003**

**Members Present:**

James D. Dannenbaum, Chairman  
Donald Spencer, M.D., Vice Chairman  
Karen Heusinkveld, R.N., Dr.P.H., Secretary  
Diane Barber  
Karen Bonner  
Audreyjane Castro  
A. Clare Buie Chaney, Ph.D.  
Lloyd K. Croft, D.D.S.  
Rubby H. Henderson, M.Ed.

**Call To Order**

TCC Chairman James Dannenbaum called the meeting to order at 9:10 a.m.in the May Owens Conference Room of the Texas Medical Association in Austin, Texas. A quorum was present.

**Welcome Dr. Croft**

Mr. Dannenbaum recognized Dr. L. K. Croft as a new member of the Council with this meeting being his first meeting. The Council and staff are delighted to have him, and look forward to having his professional expertise as part of their deliberations.

**Excused Absences**

The Council office received requests for excused absences from Dr. Harvey, Dr. Herrera, Dr. Townsend, Dr. Wharton, and Sue Sandlin, who all had scheduling conflicts. Mr. Dannenbaum asked if there was a motion to approve those as excused absences (motion by Dr. Spencer, seconded by Ajay Castro). The motion was passed excusing the absences of Dr. Carolyn Harvey, Dr. Larry Herrera, Mrs. Sue Sandlin, Dr. Courtney Townsend, and Dr. J. Taylor Wharton.

Mr. Dannenbaum then recognized some of the guests in the audience: Anita Wheeler from the Texas School Health Network; Melissa Juarez, legal counsel from the Office of Attorney General; Jodie Smith-Brown, new staff person (and welcomed her); Danny Ingram from ACS; Juanita Salinas of TDH; and Thom Sloan. He thanked them all for being here.

**Adoption Of Minutes**

Mr. Dannenbaum proceeded to the minutes of the August 8, 2003 Council meeting. He asked if there were any additions or corrections. A motion was passed to adopt the minutes (motion by Mrs. Rubye Henderson, seconded by Dr. Karen Heusinkveld).

### **Executive Director's Report**

#### **CDC Grant**

Ms. Jacobs said she was happy to report that the interagency contract between TDH and TCC on the comprehensive coalition is completed and signed. Council staff is working closely with the staff at TDH on the transition of the coalition to the Texas Cancer Council. Ms. Jacobs expressed great thanks to Debra Stabeno, who couldn't be at this meeting because of the TDH board meeting. Ms. Jacobs recognized Ms. Stabeno for expediting the contractual process, and stated appreciation for a new level of collaboration with the Health Department. Ms. Jacobs said that she'd be working very closely with Juanita Salinas of the Health Department on the transition.

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

Ms. Jacobs reported that the update for the *Texas Cancer Plan* is underway. Ms. Jacobs had previously shared with the Council the *Texas Cancer Plan* Update RFA, and informed the Council that she foresees a final Cancer Plan by December of 2004. Ms. Jacobs reported that Council advisories have recommended the plan be split into 3 companion documents rather than all in one document. The first document would contain an overview, goals, objectives and strategies. The second companion document would contain the data and documentation that supports the Plan. A third companion piece would be a user's guide for ways that the Cancer Plan can be applied to local communities. Ms. Jacobs reported that a workshop was conducted for interested applicants for this RFA. Dr. Heusinkveld asked about the deadlines and timeframes. Ms. Jacobs answered that the RFA applicant who is selected will be the project manager and will line up all of the timelines more specifically. Mr. Dannenbaum suggested that a Cancer plan in one segmented document instead of three separate documents might be easier to use, and would reduce the chance of documents getting separated and/or lost. However, he did bring up the factors of thickness and possible publishing expenses of just one document. Ms. Jacobs responded that she would take that suggestion back to the advisory group, and further expounded on the group itself, explaining how it is a volunteer group of cancer stakeholders who are assisting with the update, and that the advice received so far has been very helpful, and the planning thus far is based upon the input received from this group.

#### ***Breast and Cervical Cancer Action Plan***

Ms. Jacobs drew the Council's attention to the *Breast and Cervical Cancer Action Plan*. She recognized Dr. Carolyn Harvey, one of TCC's members, as a member on the steering committee, along with such partners as Dr. Mary Lou Adams and Dr. Marilyn Leitch. Ms. Jacobs said that the steering committee did a very thorough job in developing this plan, and mentioned the steering committee's decision to split the document into two parts: a plan and a data companion document.

### ***Pain Treatment Guidelines***

Ms. Jacobs reported that the *Guidelines for the Treatment of Cancer Pain* booklet is complete. Ms. Jacobs expressed gratitude to members of NOEP and POEP who did multiple reviews; Dr. Greg Guzley, who chairs the ACS Pain Committee and also serves on POEP; and Linda Schickedanz, an R.N. expert in pain management, and a member of NOEP and ACS. Ms. Jacobs also expressly thanked Dr. Donald Spencer who was of tremendous help and did multiple reviews, as well as Dr. Stratton Hill, a former Council member, who reviewed and added many sections and updates to the document. About a month ago, staff had sent out a postcard to former recipients and requesters announcing the availability of the new Guidelines. She further explained that if requestors asked for more than 10 copies, we requested they pay shipping. Mr. Dannenbaum asked if we got any donations for publication costs. Ms. Jacobs responded that Dr. Hill advised it was not a good use of our time, since most pharmaceutical companies have begun distributing their own publications highlighting their drugs. She pointed out that using a state agency print shop, the printing cost has been kept as low as possible.

### **License Plate Program Update**

Ms. Jacobs reminded the Council that we have posted the RFA for the Texans Conquer Cancer Patient Support Services Program. We are offering four \$2,000 mini grants. These differ from our regular grants in that they are limited by the Legislature to an \$8,000 total appropriation for this year, and \$8,000 for the next. Ms. Jacobs is working with the Advisory Committee and expressed great gratitude to Dr. Clare Chaney, who is the Council liaison to the advisory group. Ms. Jacobs said that the RFA was on the Council website and encouraged Council members to inform support service organizations that may be interested. The advisory committee will look through the applications, use a rating scale, and rank order their recommendations back to the Council in the February 04 meeting. Mr. Dannenbaum asked if the local ACS chapters are eligible to apply, and Ms. Jacobs answered that any 501c3 organization that provides support services to cancer patients can apply. Mr. Dannenbaum told the Council of a new section within TXDOT created to address issues of transportation for health care. He discussed the possibility of the connection between the license plates program and the Texas Department of Transportation helping coordinate transportation for health care needs; that there may be some leverage that could be put together between local chapters and whatever TXDOT is setting up to try to help/facilitate/or aid people with transportation needs to health care facilities. He asked Danny Ingram to alert the American Cancer Society to this in the hopes that some synergistic leverage could be added to make the program more successful.

### **Project staff changes**

Ms. Jacobs briefed the Council on staff changes in NOEP and POEP. Both of them have new project directors. Andy Miller has moved to the Lance Armstrong Foundation, and Catherine McGuire, from NOEP, has gone to work for Seton. For NOEP, the Nurse Oncology Education Program, Sherry Woodard has been hired. Ms. Jacobs reported that she had already been to our offices for a comprehensive orientation with TCC staff. Ms. Woodard is an R.N. with experience teaching at Lamar University. Ms. Woodard has

also done some clinical and supervisory work in grants management. POEP, the Physician Oncology Education Program, just hired a new program manager. Her name is Tanya Skaarup. Tanya has experience as a director with the Veterinarian Medical Association. She's also been an instructor at St. Edwards University. Ms. Jacobs plans to meet Tanya and conduct an orientation in the near future.

### **Cancer Registry Update & TCC appointee to "Partnerships For Cancer Registration in Texas"**

Ms. Jacobs reported that Dr. Sanchez of the Health Department has invited the Council to send members to the Interorganizational Workgroup on Cancer Registries, whose mission is to seek additional resources to bring the Cancer Registry up to gold standard. She reminded the Council that during the legislative session, the ACS worked to get adequate funding for the Registry. Dr. Sanchez has envisioned involving the academic institutions, and their leadership along with TCC, in a joint effort. Ms. Jacobs reported that Dr. Spencer would represent TCC on that group. Dr. Spencer will provide updates as the group's efforts develop.

### **TCC staff restructuring and personnel changes**

Ms. Jacobs reminded the Council of the downsizing and re-organizing of state government in general, and that TCC also restructured and downsized in response to the budget cuts. There are now only six Council staff. Ms. Jacobs praised the work that the reduced staff has accomplished thus far. Ms. Jodie Smith-Brown would begin shortly, and the team of six will maintain all essential functions.

### **TCC Website changes**

Ms. Jacobs invited Council members to review and test the TCC website since enhancements have been added. Staff's goal is to make the TCC website as user friendly as possible, and invite feedback in order to do this.

### **Meeting Dates For FY 2004**

Ms. Jacobs drew the Council's attention to the meeting dates listed for 2004. She announced that almost everyone had confirmed for the February meeting, which will be a two-day meeting. She gave a brief description of the Council's biennial strategic planning session for the benefit of those members who are new to the Council. Mr. Dannenbaum had a conflict with the May 21<sup>st</sup> meeting date, and asked if that one could be rescheduled. The majority of the Council members present said that May 14<sup>th</sup> was fine, and it was changed accordingly, pending follow-up with all Council members.

Ms. Jacobs ended her Executive Director's Report with an informational piece: Per the Council's request, Aili Jokela, project director for OriGENal Voice, approached Scott & White administrators to investigate opportunities to expand in the Temple area. It looks like such an expansion is likely, and OriGENal Voice will come back to the Council with a proposal in February. Mr. Dannenbaum suggested the project also look into expansion into other communities served by Scott & White.

### **Children's Cancer Research Institute**

The Council heard a presentation from Thom Sloan of the Children's Cancer Research Institute (CCRI). CCRI conceptionally had its beginning in 1999 when the Texas Legislature appropriated \$200 million dollars set aside from the tobacco settlement receipts to establish, maintain, and operate a children's cancer center. The building was completed in November 2003. In February 2004 there will be an official dedication/opening. Their mission is to advance scientific knowledge relevant to childhood cancer; to accelerate the translation of existing knowledge into novel intervention designs; and to reduce or eliminate the cancer burden from both children and adults. CCRI will work closely with the Council and other cancer partners to serve Texans.

### **American Cancer Society Update: Systems Approach**

The Council heard from Mr. Danny Ingram, the Chief Mission Officer of the Texas Division of the American Cancer Society. He explained a shift in focus by ACS leadership to delivering the organization's mission to the community through a systems approach.

### **February 04 Strategic Planning Work Session**

Ms. Jacobs began with an overview of the biennial strategic planning work session, and sought the Council's suggestions for speakers, process, and structure of the meeting. The date for the strategic meeting is confirmed for Thursday, February 19<sup>th</sup>, and February 20<sup>th</sup> is the Quarterly Board Meeting. The purpose of this planning session is to identify gaps in priorities that are not being addressed by other programs, funds, and/or resources in the state. Staff will take these priorities and turn them into programs, competitive RFAs, or expand existing projects to address these priority issues. Ms. Jacobs emphasized that the priorities identified will be reflected in the new *Texas Cancer Plan*. The Council suggested a number of different topics to consider. Mr. Dannenbaum suggested Ms. Jacobs send out an email to all Council members asking them to rank these possible topics and speakers in order of priority in preparation for the meeting. Ms. Jacobs will do so.

### **FY 2004 Budget and Performance**

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

TCC Program Manager Jane Osmond went over the performance measures report with the Council. All measures were met or exceeded with the exception of one key measure – Hours Donated to Cancer Control. FY 03 projects achieved 93% of mandated for this measure. The component contributing to lower performance was Clock Hours of Training. The current state of the economy and reduction in budgets statewide contributed to the inability of professionals to travel to and take off work to attend workshops. For FY 03, all projects applied for \$7.9 million in grants and donations and were awarded \$1.6 million. Mr. Dannenbaum asked if the projects could discuss with

their steering committees the possibility of asking some of the programs who have benefited from the training if they will 'put something back' to help us extend training for those that have not been able to participate. Ms. Jacobs will follow up with POEP and NOEP with this encouragement.

### **FY 2003 Expenditure and Contract Expenditure Report**

TCC Fiscal Officer Michelle Huddleston briefed the Council on the 2003 Expenditure and Contract Expenditure reports. As of October 31<sup>st</sup>, 99% of the administrative budget, and 77% of the cancer services budget were spent. UT M.D. Anderson Cancer Center has had a change in accounting software, which caused a delay in submitting their quarterly reimbursement, and resulted in a few low percentages. Ms. Huddleston expects these reimbursements to be submitted soon.

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

Ms. Jacobs introduced the concept paper from CancerTogether that addresses survivorship and caregiver needs and gave a brief summary of their submission. Ms. Jacobs said she met with Mike Dany, of the American Cancer Society to ensure this was not duplicative of anything ACS was doing, and it is not. The Planning and Program Development Committee has reviewed it and all voted unanimously that this is worthy of consideration. Mr. Dannenbaum raised the question of availability of web-based equipment. Ms. Jacobs answered that the initial build-out is the web-based and that videos are also in the concept. Karen Bonner suggested approaching BlockBuster again. Dr. Heusinkveld mentioned qualifications that the project must meet, including continuing to look for other funding sources. Based on that, Mr. Dannenbaum suggested any final contract include clarification regarding reimbursement upon delivering a final product. Ms. Jacobs said she would report back to the Council when the funding decisions are ready for deliberation by the Council. Dr. Spencer made the motion to authorize the CancerTogether to apply for 04 funding, and Karen Bonner seconded it. The motion carried.

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

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

Dr. Spencer began by saying that the Contract Management Committee had met the day before, and led the Council in discussion of the following:

- **African-American Breast Cancer Outreach (AABCO)**  
Dr. Spencer gave a brief summary of the proposal saying it was a five-year project, which had gone off-line this year. They are applying for funds in the amount of \$49,500 to retain the current administrative infrastructure while the staff awaits funding from CDC and/or National Cancer Institute applications. So far, the Council has invested \$1,388,000 in this project, and it has accomplished even more than thought possible. Dr. Spencer recommended that the project be funded at \$49,500, and was seconded by Karen Bonner. The motion carried.

- **Texas School Health Network – Texas Department of Health**

Dr. Spencer described the revised program proposed by the Texas School Health Network (TSHN). The program has incorporated more controls and accountability into the program, and has hired a new project director, Anita Wheeler. Dr. Spencer recommended that the project be funded at \$157,500 for the remainder of the year, and was seconded by Mrs. Henderson. The motion carried.

- **Project Equipment Requests**

The Community Health Center of Lubbock requested they retain a computer that they had been using to support their program. Dr. Spencer noted that this was not unusual for TCC, and normal procedure is to execute a memorandum of understanding that requires the project to use the equipment to further cancer control efforts. Dr. Spencer then recommended the Council authorize the Executive Director to execute a memorandum of understanding with the Community Health Center of Lubbock to authorize the retention of equipment purchased with Council funds, and was seconded by Karen Bonner. After checking that the initial license was taken out in the project's name, Mr. Dannenbaum stated that the motion carried.

### **TDH request for TCC to support activities of the Texas Comprehensive Cancer Coalition**

Ms. Jacobs began the discussion on TDH's request for TCC to subcontract with TDH to support the Texas Comprehensive Cancer Coalition by making a correction to the language on the briefing materials. She explained that this would authorize and allow her to implement the interagency contract with the Health Department to support the Coalition. Dr. Spencer made the motion and Karen Bonner seconded it. The motion carried.

Chairman Dannenbaum asked if there were comments from anyone. Dr. Spencer reported on a summary review of the projects going off line that the staff had prepared for the Contract Management Committee. He wanted to share it with the rest of the Council. There were 4 projects that went off line this year, and he gave a brief description of each. He said the report is a report card on our performance – and demonstrated two things: one that our selection of projects and decisions on continuing funding were effective; and two, it showed how the staff has encouraged the projects to make plans for when our funding terminates. He considered it a great track record.

Ms. Jacobs praised Jane Osmond, the new program manager, who pulled the report together. Staff plans to do this report each year as projects end. She also praised the whole staff by reminding the Council that, for the past few months, the office has been functioning with only 5 of 8 former staff. She thanked them for their work, and Mr. Dannenbaum also thanked the staff and the Executive Director for all of the fine work and high level of performance.

### **Public Comments**

None were made.

**Adjournment**

There being no further business, the meeting was adjourned at 12:30 p.m. (motion by Dr. Spencer, seconded by Dr. Chaney).

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Signature

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Date