

MINUTES
Texas Cancer Council
Austin
February 2, 2000

MEMBERS PRESENT:

James D. Dannenbaum, Chairman
Donald Spencer, M.D., Vice Chairman
Karen Heusinkveld, R.N., Dr.P.H., Secretary
Joseph Bailes, M.D.
Karen Bonner
Patricia Castiglia, R.N., Ph.D.
Audreyjane Castro
Claire Chaney, Ph.D.
Rubye Henderson
C. Stratton Hill, Jr., M.D.
William Levin, M.D.
Courtney Townsend, M.D.
Philip Huang, M.D., representing the Texas Department of Health

CALL TO ORDER

The meeting was called to order at 9:18 a.m. by TCC Chairman James Dannenbaum in the May Owen Conference Room Texas Medical Association, Austin. A quorum was present.

INTRODUCTION OF NEW COUNCIL MEMBER

Mr. Dannenbaum introduced Patricia Castiglia, R.N., Ph.D., as the newest Council member. Dr. Castiglia is the Dean of the College of Health Sciences at the University of Texas at El Paso.

EXCUSED ABSENCES

The absence of J. Taylor Wharton, M.D. was excused (motion by Dr. Levin, seconded by Dr. Hill).

ADOPTION OF MINUTES

Minutes of the November 5, 1999 Council meeting were reviewed and adopted without revision (motion by Dr. Levin, seconded by Dr. Hill).

EXECUTIVE DIRECTOR'S REPORT

Texas Cancer Council Executive Director Mickey Jacobs briefed the Council on the following:

- Troy Aikman Anti-Spit Tobacco campaign – Ms. Jacobs informed the Council that the U.S. Centers for Disease Control and Prevention were including the Aikman public service announcements and posters as part of their exhibit at the NFL Experience in Atlanta during the week prior to the 2000 Super Bowl. The CDC printed 30,000 Aikman posters to be distributed to young people attending the event. Dr. Levin asked the Council to recognize the staff for their accomplishment and asked that the Legislature be informed of this initiative.
- National Governor’s Association – Ms. Jacobs informed the Council that the NGA’s Center for Best Practices asked the Council to compile a short list of best current initiatives in comprehensive cancer control. The staff complied with this request and shared results with the Governor’s Office. The information should be available at the NGA’s website shortly, as a resource to other states.
- Project Directors Meeting – Ms. Jacobs reported on the Council’s annual project directors meeting, noting that the annual meeting surveys provided valuable feedback from the projects in how they perceived the Council, what the Council is doing right, and areas for improvement. Ms. Jacobs reported that this year’s surveys were very favorable toward the Council, the staff, Council policies, and Council results in the area of cancer prevention and control. The survey results will be reported to the Governor’s Office and LBB as part of the agency’s required report on customer satisfaction.
- Customer Satisfaction – Ms. Jacobs informed the Council that all agencies were now being required to conduct regular assessments of customer satisfaction. She noted that our project directors were already being surveyed and that this information would be reported to the Legislature.
- Comprehensive Cancer Control Coalition – Ms Jacobs informed Council members that the Coalition that is overseeing the administration of the CDC grant for comprehensive cancer control in Texas had met twice. At the last meeting, TCC member Audreyjane Castro was elected Vice Chair of the coalition and Dr. Billy Phillips was elected Chair.

FY 2000 BUDGET AND PERFORMANCE

- FY 2000 Performance Report - TCC Assistant Program Manager Doug Mitchell, D.D.S., reported first quarter performance measures were as expected and no difficulties had been experienced. He informed the Council that TCC had informed the Legislative Budget Board it did not expect to meet the projected 780,000 Texans served and that the staff was working with the LBB. Dr. Heusinkveld asked how the Council was to be held responsible for the “Age adjusted mortality rate” measure. Dr. Mitchell explained that while this was a key measure, it had been changed during the previous legislative session to an explanatory measure and was not an outcome measure.
- FY 2000 Expenditure Report – Ms. Jacobs reported that the Council was currently on target for administrative costs and that 18 percent of Plan funds were expended during the first quarter. She noted that expenditures were on pace with the same time last year and

that TCC Accountant Tim Harriman was closely monitoring them. Projects that had expended 10 percent or less of their total budget were contacted and asked to explain their relatively low expenditures. Each project contacted confirmed that they were on target for the year and intended to accomplish their workplans using their original budgets.

ADOPTION OF AGENCY RULES

The Council passed a motion to adopt the rule repeals and rule amendments without changes as published in the December 10, 1999 *Texas Register* (motion by Dr. Bailes, seconded by Dr. Hill). The Order to repeal and amend the rules was signed by all Council members.

PROGRAMMATIC ISSUES

Dr. Spencer, chair of the Contract Management committee, reported that Ms. Bonner had agreed to serve on the committee. He then presented the following issues to the full Council:

Funding Cap Special Instructions

The Council passed a motion stating that the special instructions to all contractors applying for FY 2001 funding be amended to state that all contractors should look for ways to be involved in tobacco prevention efforts (motion by Dr. Bailes, seconded by Dr. Heusinkveld).

Contract Amendments

- **Cancer Risk Reduction Education Through the Texas Agricultural Extension Service** – a motion was passed authorizing the TCC staff to execute a contract amendment with Texas A&M Research Foundation for \$12,288 and requiring the project director to provide written clarification to the TCC staff concerning “how the project will publicize the enhanced web site” (motion by Dr. Hill, seconded by Dr. Bailes).
- **Colorectal Cancer Screening for El Paso Hispanics** – A motion was passed authorizing the TCC staff to execute a contract amendment with Texas Tech University Health Sciences Center for \$32,213 and requiring the project to work with TCC’s Assistant Program Manager to further define performance measures affected by the contract amendment (motion by Dr. Levin, seconded by Ms. Henderson). The Council instructed the staff to advise the project director that she must ensure staff is properly trained on the use of the equipment (sigmoidoscope) and supervised during its use to prevent breakage.
- **Dental Oncology Education Program** – A motion was passed authorizing the TCC staff to execute a contract amendment with Texas A&M Research Foundation for \$23,408 (motion by Dr. Hill, seconded by Dr. Bailes) to convert a 50 percent staff administrative position into a fulltime position, increase office space, reprint 3,000 copies of Oral Health in Cancer Therapy, convert current internet service provider to a high speed DSL line, website upgrades, and purchase a laptop computer.

- **Empower Her** – A motion was passed authorizing the TCC staff to execute a contract amendment with The ROSE for \$5,717 (motion by Dr. Hill, seconded by Dr. Townsend). Staff is to instruct the project director that the brochures must not duplicate information currently available from other cancer information sources and, in accordance with guidance contained in the *Project Guide*, TCC staff must review and approve the final product prior to publication.
- **Nurse Oncology Education Program** – A motion was passed authorizing TCC staff to execute a contract amendment with the Texas Nurses Foundation for \$2,000 and requiring the project to work with TCC’s Assistant Program Manager to further define performance measures affected by the contract amendment (motion by Dr. Hill, seconded by Dr. Levin).
- **South Plains Cancer Education and Prevention Project** – A motion was passed authorizing TCC staff to execute a contract amendment with the Community Health Center of Lubbock for \$10,000 (motion by Dr. Bailes, seconded by Dr. Hill). TCC staff was instructed to ensure there were no copyright problems if the television spots purchased by this contract amendment were used in other areas of the state. Dr. Castiglia noted that studies have shown that radio was the best way to reach Hispanic audiences. Ms. Jacobs said this would be communicated to the project.
- **West Texas Colon Cancer Project** – A motion was passed directing TCC staff not to fund this contract amendment (motion by Dr. Spencer, seconded by Dr. Townsend). Dr. Bailes noted that the proposed plan of work to be supported by the contract amendment did not appear to be a controlled study and that there would not be much information resulting from the effort that could be generalized to other situations. He also suggested that research of which he is aware did not prove the benefit of a classroom approach in helping cancer patients and families manage cancer therapy.
- **Community-based Cancer Prevention and Control Program** – Dr. Spencer explained that this project was initially scheduled to end this year but that it had expressed a request to apply for continuation funding. A motion was passed to allow this project to submit a funding application for FY 2001 with a funding cap of \$130,773 (motion by Dr. Spencer, seconded by Dr. Bailes, Dr. Townsend abstained). The Council directed the staff to make it clear to the project that continued funding is not assured and will be dependent upon satisfactory completion of FY 2000 contracted activities and establishment of the need for continued funding in the FY 2001 funding application.
- **Enhancing Palliative Care Services for Terminally Ill Children** -- Dr. Spencer explained that this project was initially scheduled to end this year but that it had expressed a desire to apply for continuation funding. A motion was passed allowing the project to submit a funding application for FY 2001 with a funding cap of \$80,000 (motion by Dr. Hill, seconded by Dr. Bailes). The Council directed the staff to make it clear to the project that continued funding is not assured and will be dependent upon

satisfactory completion of FY 2000 contracted activities and establishment of the need for continued funding in the FY 2001 funding application.

SPECIAL INSTRUCTIONS AND FUNDING CAPS

A motion was adopted approving the funding caps and special instructions, as amended, for the projects scheduled for continuation in FY 2001 (motion by Dr. Spencer, seconded by Dr. Townsend).

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:15 p.m. (motion by Dr. Hill, seconded by Dr. Bailes).

Signature

Date