

MINUTES
Texas Cancer Council
Austin
February 2, 2002

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.
Rubye Henderson, M.Ed.
Larry Herrera, M.D.
John F. Sandbach, M.D.
Courtney Townsend, Jr., M.D.
J. Taylor Wharton, M.D.
Philip Huang, M.D. (representing Texas Department of Health)

Call To Order

The meeting was called to order at 9:12 a.m. by TCC Chairman James Dannenbaum in the May Owens Conference Room of the Texas Medical Association, Austin. A quorum was present.

Adoption Of Minutes

Minutes of the November 9, 2001 Council meeting were reviewed and adopted (motion by Dr. Wharton, seconded by Dr. Spencer).

Executive Director's Report

Leadership Institute

Ms. Jacobs reported that she and Dr. Heusinkveld attended the Comprehensive Cancer Control Leadership Institute December 4 and 5 in California. She noted that all attendees agreed that up-to-date cancer data was an important issue. Dr. Heusinkveld noted that this was a good group and that most of the organizations represented at the meeting were implementing core programs and services consistent with the *Texas Cancer Plan*.

Breast and Cervical Cancer Update

Ms. Jacobs reported that the Texas Department of Health is trying to move forward with implementation of Senate Bill 532 (Breast and Cervical Cancer Treatment Act), which passed during the last legislative session. While there are currently no funds available to draw down federal funds, Ms. Jacobs said that the American Cancer Society and other advocacy

organizations are working with the Health and Human Services Commissioner and the Texas Department of Health to address this issue.

Cancer License Plates

Ms. Jacobs reported that the press conference announcing the new “Texans Conquer Cancer” specialty license plates was well-attended by the media and cancer interest groups. Lance Armstrong and Texas Governor Rick Perry were featured speakers supporting the plate. She noted that media coverage appeared around the state, and showed video clips of the television reports.

Prostate Cancer Advisory Committee

Ms. Jacobs informed the Council that the Steering Committee had completed the *Prostate Cancer Strategic Plan*, staffed by the Physicians Oncology Education Program and funded by the Council, with Center for Disease Control and Prevention funds from the Texas Department of Health. She said Council members would receive copies when they became available.

Strategic Plan and Legislative Appropriation Request

Ms. Jacobs informed the Council that they would be asked to approve the Council’s FY 2003-2007 Strategic Plan at the next Council meeting. It must be submitted by June 2, 2002. She said the Legislative Appropriations Request would follow immediately afterward. She also told the Council that the staff was preparing a cost-savings plan for the Governor’s Office and the Legislative Budget Board per their request of all state agencies.

Monitoring Visits

Ms. Jacobs informed the Council that the staff was on schedule conducting monitoring visits to projects, and provided a handout detailing which projects were being audited and when those audits would take place.

Cancer Data Workgroup

Ms. Jacobs reported that she is serving as a state resource to this group and that the group’s efforts would focus on improving the Cancer Registry and enhancing access to cancer data. She noted that the American Cancer Society is now staffing this effort, previously staffed by the Texas Medical Association.

Project Directors Meeting And Evaluation

Ms. Jacobs reported the results of Council’s FY 2002 “Assessment of Agency Performance and Procedures,” conducted during the Nov. 12-13, 2001 Project Directors meeting. She noted that these results are submitted to the Governor’s Office and the Legislative Budget Board as the Council’s “Customer Satisfaction Survey.” Results were very positive and nearly all contactors gave the Council very high marks in the areas of “Quality of Service,” “Performance,” and “Comparison With Other State Agencies.”

Internal Audit Plan And Committee Appointment

The Council approved the creation of an Internal Audit Committee made up of Mr. Dannenbaum, Dr. Spencer, and Dr. Heusinkveld (motion by Ms. Castro, seconded by Dr. Townsend). The Council then passed a motion approving the 2002 Texas Cancer Council Internal Audit Plan (motion by Dr. Townsend, seconded by Dr. Wharton).

FY 2002 Budget And Performance Reports

FY 2002 Performance Report: First Quarter Summary

TCC Assistant Program Manager Doug Mitchell, D.D.S., explained the Council's 1st quarter performance measures. He stated that "Number of Public and Private Grants Pursued" and "Number of Hours Donated" were both new key measures.

FY 2002 Expenditure and Contract Expenditure Report

TCC Accountant Michelle Huddleston informed the Council that as of December 31, 29 percent of the administrative budget and 15 percent of the Plan implementation budget was expended. Ms. Huddleston reported that these percentages were on track based on previous years' expenditures.

FY 2002 Fiscal And Programmatic Issues

Dr. Spencer, chairman of the Contract Management Committee, reported the results from their meeting on February 1, 2001.

Funding Caps

A motion was passed approving funding caps and special instructions for the projects scheduled for continuation in FY 2003 (motion by Dr. Spencer, seconded by Dr. Wharton). An amendment was passed instructing all projects to address cultural in their applications (motion by Dr. Herrera, seconded by Dr. Harvey).

Budget Transfer Request from the Cancer Consortium of El Paso, Inc.

A motion was passed authorizing the Executive Director to approve the budget transfer exceeding the 10 percent rule by \$8,240 for the Cancer Consortium of El Paso to further their project goals (motion by Dr. Spencer, seconded by Dr. Heusinkveld).

TDH Request for TCC Assistance to Evaluate Comprehensive Cancer Control Grant

A motion was passed authorizing the Executive director to contract with the Texas Department of Health and sub-contract with The University of Texas for an amount up to \$31,500 pending the receipt of an interagency contract from TDH (motion by Dr. Spencer, seconded by Dr. Herrera).

Strategic Planning Materials

Board members were asked to take handouts containing a summary of the Strategic Planning session with them, to review the materials, and return any comments they may have to the Council staff.

Public Comments

No public comments were made at this meeting.

Adjournment

There being no further business, the meeting was adjourned at 11:15 a.m. (motion by Dr. Chaney, seconded by Ms. Castro).

Signature

Date