

**QUARTERLY BOARD MEETING MINUTES
TEXAS CANCER COUNCIL
Austin, Texas
February 17, 2006**

In attendance: Mr. James Dannenbaum, Dr. Courtney Townsend, Dr. J. Taylor Wharton, Ms. Diane Barber, Ms. Rubye Henderson, Dr. Clare Chaney, Dr. Lloyd Croft, Dr. Karen Heusinkveld, Ms. Debra Stabeno, Dr. Donald Spencer, and Dr. Carolyn Harvey. Staff present: Ms. Sandra Balderrama, Ms. Stephanie Uecker, Ms. Jane Osmond, Ms. Michelle Huddleston, Ms. Lisa Nelson, Ms. Jodie Smith, and Ms. Sabrina Kane.

Guests in attendance: Juanita Salinas and Glenna Stewart from DSHS and Gay Lindsey from NOEP.

Mr. Dannenbaum announced a quorum and called the meeting to order. He noted a request for an excused absence from Dr. Karen Bonner. Dr. Townsend moved to approve the request. Second by Dr. Wharton. None opposed, motion carried.

Dr. Wharton moved approval of the minutes from the previous Council meeting. Ms. Barber seconded. None opposed, motion carried.

Ms. Balderrama gave the Executive Director's Report.

- Update on Board vacancies—The Council has nine positions that need to be filled or reappointed. Four of those are vacancies. Ms. Balderrama asked Board members to suggest candidates for the positions and to contact appointment directors in appointers' offices. Ms. Balderrama will send a profile of the nine positions via email, at Dr. Chaney's request.
- Meadows Grant—The TCC grant proposal should be presented to the Meadows Foundation board today and TCC should know the outcome next week.
- Update on Audit Findings—The Council has undergone two audits recently. The HR audit findings are still out. The Comptroller's final report identified some minor procedural issues to be remedied. Council staff will address them, all of which are minor and the sum total of which is under \$50. One procedural change that the Comptroller's office recommended is to add more double checks since TCC has such a small staff with one person primarily responsible for finances.
- Cervical Cancer Plan—Ms. Balderrama is working with DSHS to meet the mandate from the last legislative session to write a cervical cancer plan. She has ended up having a larger roll than anticipated. The collaborative group is considering contracting with Dr. Foxhall's group at M.D. Anderson to do the report.
- Presentations—Ms. Balderrama spoke at State Representative David Leibowitz's advisory group in San Antonio recently. He asked her to speak as a result of receiving a letter about the TCC-funded program in San Antonio. The advisory group was interested in being involved in cancer work and Ms. Balderrama is following up with them. The

Representative was very supportive of the Council and restoring its full funding. One of the things Ms. Balderrama took to the meeting was the new Toolkit. She left one with the advisory council. Ms. Balderrama noted that Ms. Salinas brought copies of the toolkits for each Board member to today's meeting. Ms. Balderrama also spoke at a TXDOT safety meeting for their employees last week, and they would like for her to come back and talk again in the future.

- Remaining FY 06 Council meetings: Ms. Balderrama brought up a scheduling question about the next meeting. Mr. Dannenbaum asked the contract management committee if they could meet on the night between the Strategic Planning meeting and the Board meeting. Dr. Spencer offered an alternative that the contract management committee could meet first thing before the Strategic Planning session, which would then start later in the morning, around 10am. That approach will keep all of the meetings within a two-day period, and was agreed upon by the Council for Thursday & Friday, May 4 & 5, 2006.

TCC Rule Revision 25 TAC §§703.3, 703.5, 703.6, 703.10, 704.5, and 704.7—Ms. Nelson explained that this proposed rule follows up on revisions made at the last Council meeting. It makes language consistent throughout the rules. Dr. Spencer moved to publish the rule amendments in §§703.3, 703.5, 703.6, 703.10, 704.5 and 704.7 in the "Rules Proposed" section of the *Texas Register* in accordance with the requirements of the Administrative Procedure Act, Texas Government Code Annotated, Chapter 2001. Second by Dr. Wharton. None opposed, motion carried.

Quarterly Report of Grants Pursued and Performance Measures—Ms. Smith explained the reports in the Board packet. Mr. Dannenbaum called the Board's attention to the decline in cancer mortality rates recently reported in the media.

FY 2006 Expenditure Report and Grant Expenditure Report—by Ms. Huddleston. She explained the reports.

Appropriation Budget Transfer—Ms. Huddleston explained the budget transfer. Dr. Townsend moved to authorize the transfer of \$17,045 from the Cancer Services strategy to the Administration strategy for FY 2006. Dr. Wharton seconded. Dr. Heusinkveld explained that this is within normal operating procedures.

Dr. Heusinkveld commented on the grants report. She noted that she wants to make sure that the Council keeps track of the grants received and does a cost-benefit analysis with the cost of the CREP project. Dr. Spencer noted that there are also intangible benefits of the CREP program along the lines of education for our projects, not just actual grants pursued. Even if the CREP contactor did not help write a grant, it might have been their education that helped a program to write a successful grant for itself; there's more value to the CREP program than the money. Mr. Dannenbaum asked if there is a way to measure the overall effectiveness of the CREP effort.

Programmatic Issues:

Dr. Wharton gave the report from the Planning and Program Development Committee. He discussed a concept paper from the Asian Chamber of Commerce. He moved to direct staff to publish a 'Request For Proposal' (RFP), and authorize the Asian Chamber of Commerce to apply to TCC for FY 2007 funding in response to the published RFP. Second by Dr. Townsend. Question from Dr. Heusinkveld about where this program is located. All approved, none opposed. Dr. Heusinkveld noted that TCC previously funded another program working with Asians in Texas and wanted to make sure that this new program knows about the previous program, what worked, and what did not work. Dr. Townsend asked staff to make sure that all Asian Chambers of Commerce around the state and a statewide Asian Chamber of Commerce get the RFP.

Dr. Wharton also presented a concept paper from the Cancer Foundation for Life. The Board previously opined that it was a worthy project, but that the Council did not have the money to fund it. This is an exercise program for cancer survivors. Ms. Balderrama explained that the program has exercise rooms but also takes the program and equipment out into people's homes. Dr. Wharton moved to direct staff to publish an RFP and to authorize the Cancer Foundation For Life to apply to TCC for FY 2007 funding in response to the published RFP. Second by Dr. Townsend. Mr. Dannenbaum suggested that the program reach out for support from commercial exercise establishments (time, equipment, memberships, trainers as a donation.) None opposed, motion carried.

Dr. Spencer gave the Contract Management Committee report, beginning with the FY 2007 Special Instructions & Funding Caps. There is no change to the Special Instructions from last year. Funding caps are essentially flat from last year. He pointed out that: step-down funding for several programs occurs in FY07, some programs are ending in FY06, some programs have not asked for funding up to the funding cap, some programs had amendments in FY06, and that there are programs new to TCC this year. Dr. Spencer moved to adopt a motion approving funding caps and special instructions for the programs scheduled for continuation in FY 2007. Dr. Wharton seconded. None opposed, motion carried.

FY 2006 Contract Amendment requests:

Dr. Spencer explained the contract amendment request from the Nurse Oncology Education Program and that the committee wanted to fund the amendment fully so that the program could be implemented successfully. Dr. Spencer moved to fund a contract amendment of \$30,000 to support travel, equipment, and other expenses that contribute to NOEP's mission. Second by Dr. Wharton. Dr. Heusinkveld noted that some of the components of the request are implementing recommendations made by the TCC-funded evaluation from FY05. None opposed, motion carried.

Dr. Spencer explained the contract amendment request from the Texas Cooperative Extension program. He moved to fund a contract amendment for \$3635 to purchase presentation materials for nine Extension agents participating in the Hallelujah to Health pilot program. Second by Dr. Wharton. None opposed, motion carried.

Dr. Spencer discussed Valley Colorectal Screening Information and Services' contract amendment request. Dr. Spencer moved to fund a contract amendment of \$1,578 to

pay travel expenses associated with the Esperanza Project presenting the “Living in Wellness” program in McAllen. Second by Dr. Wharton. None opposed, motion carried.

Dr. Spencer explained that CancerTogether had to terminate its contract with the Texas Cancer Council this past quarter.

Update on Council member activities related to cancer prevention:

Ms. Stabeno requested that, in a future meeting, she have an opportunity to outline how DSHS may change its tobacco funding strategy. DSHS is getting pressure from the Legislature to change it, and she would like to present this at the May or August meeting. Mr. Dannenbaum discussed a potential increase in the cigarette tax. Ms. Stabeno explained that DSHS has previously estimated the cost of a comprehensive tobacco campaign at approximately \$3/person, or about \$60 million statewide. She discussed using DSHS funds as a match for community tobacco funds, maybe of county tobacco settlement dollars. Mr. Dannenbaum asked Ms. Stabeno to provide an estimate of how many cents per pack tax would be needed to fund the \$60 million statewide comprehensive campaign. In community meetings around the state about school funding, Mr. Dannenbaum reported that they have encountered no substantial or widespread opposition to a \$1/pack cigarette tax. Dr. Spencer noted that it’s a waste of money to fund an anti-tobacco campaign that’s not comprehensive because we already knew that they fail. He stated that tobacco cessation should not be combined with other substance abuse programs because that model does not work. Ms. Stabeno clarified that DSHS is not thinking of integrating the two, but of possibly carving tobacco dollars out of their existing substance abuse programs. Dr. Heusinkveld asked Ms. Stabeno if the new model is being developed in house at DSHS or if there is an advisory committee. She responded that it’s been primarily internal at this point, but they would welcome review by partners. It will almost certainly be a legislative issue for DSHS. Dr. Harvey asked about the community input sessions DSHS is hosting. Dr. Heusinkveld noted that it would be important for TCC to hear the DSHS plan before or as a part of the May strategic planning session. Ms. Stabeno said she would be ready to brief the Council at the May meeting.

There was no public comment. Dr. Harvey moved to adjourn. Second by Dr. Croft. None opposed, motion carried.

Signature

Date