

MINUTES
Quarterly Board Meeting
Texas Cancer Council
Dr. May Owen Conference Room
Texas Medical Association
Austin, TX
January 14, 2008

Dr. Donald Spencer announced a quorum and called the meeting to order at 1:00 p.m. In attendance were Dr. Spencer, Dr. Joseph Bailes, Ms. Diane Barber, Ms. Karen Bonner, Dr. Clare Chaney, Dr. Carolyn Harvey, Dr. Karen Heusinkveld, Dr. Courtney Townsend, and Dr. J. Taylor Wharton. Staff present at the meeting included Ms. Sandra Balderrama, Ms. Jane Osmond, Ms. Lisa Nelson, Ms. Michelle Huddleston, Ms. Michelle Frerich, and Mrs. Yvette Jimenez. Dr. Spencer noted the requests for excused absences from Dr. Lloyd Croft and Ms. Rubye Henderson. Dr. Townsend moved to approve the requests, and Dr. Chaney seconded. None opposed. Motion carried.

Guests included Ms. Stephanie Gonzalez of the Physician Oncology Education Program (POEP), Ms. Joni Watson of the Nurse Oncology Education Program (NOEP), Ms. Heidi McConnell of the Office of the Governor, Mr. Grady Basler of the Dental Oncology Education Program (DOEP), Mr. Sam Miller of the Legislative Budget Board, Ms. Connie Sonnier of the Texas Academy of General Dentistry, Ms. Rebecca Miller of the Spit Tobacco Prevention Network (STOPN), and Ms. Juanita Salinas representing the Department of State Health Services (DSHS).

Adoption of Minutes

Dr. Chaney moved to adopt the minutes of the August 3, 2007 Quarterly Board meeting. Ms. Bonner seconded. None opposed, motion carried.

Executive Director's Report

Update on the Cancer Prevention and Research Institute of Texas

Ms. McConnell provided an update on the status of the Institute. All offices are currently working on appointments to the oversight committee. All board members were encouraged to apply. It is hoped the announcements will be made in February. A task force has been assembled to help with transitional issues as oversight committee appointments are made.

Project Directors Meeting – October 23-24, 2007

Ms. Balderrama noted there were approximately thirty-four participants and TCC received excellent feedback about the meeting. Highlights including training provided by: Ginny Thompson from the Cancer Information Service who spoke on finding and using evidence based practices and resources, Heather Becker from the University of Texas at Austin School of Nursing who spoke about crafting good objectives and tracking evidence of success, and Ginger Cook and Lou Ashmore of the Cancer Resource Enhancement Program (CREP) who spoke about finding funding for

programs and the grant writing process. Looking at the amount of funding pursued and received by TCC programs and the feedback regarding CREP's training at the meeting, Ms. Balderrama shared with the board that TCC programs have an excellent resource with in the CREP team.

Texas Tobacco Control Plan 2007

Ms. Balderrama informed the Board that final edits are being made and members should receive their copy soon.

Contract Amendments Approved by the ED

The DSHS has approved a contract amendment with TCC to provide professional education for physicians and nurses regarding ovarian cancer. TCC approved a contract amendment with NOEP (\$17,000) and POEP (\$20,225) to fulfill this obligation. An additional contract amendment was approved with POEP to add the performance measure *Number of People Served*. POEP has projected they will serve 30,000 people through the distribution of information and resources.

Friend of Extension Award/ Epsilon Sigma Phi at Texas Cooperative Extension

Ms. Balderrama shared a summary of her trip to college last week to accept an award on behalf of TCC, where TCC was named a State Friend of Extension. Many individuals approached her during the ceremony, sharing their own personal experience working with the Council, some since the 1970s. Ms. Balderrama also informed the Board that Texas Cooperative Extension is now Texas AgriLife Extension Service.

Tools for Texans Conference

Ms. Balderrama informed the Board of recent difficulties communicating with the CDC to receive funds for this year's Tools for Texans conference. In the event the CDC funds are not delivered, TCC is seeking approval from the Board to move forth with funding the program. Dr. Townsend moved to allow the Executive Director to approve a contract amendment with the Nurse Oncology Education Program for up to \$50,000 to plan and implement the Tools for Texans conference in FY 2008. If CDC funds become available, allow the Executive Director to enter into a contract with the CDC to provide a regional conference and utilize CDC funds to fund the contract amendment with NOEP. Dr. Bailes seconded. None opposed. Motion carried.

FY 2007 Budget and Performance

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

FY 2007 Grants Pursued Report – presented by Ms. Osmond

FY 2007 Expenditure Report – presented by Ms. Huddleston

FY 2007 Grant Expenditures Report – presented by Ms. Huddleston

Budget Transfer Request from UTMB-Cancer Nutrition Network for Texans

Dr. Wharton motioned to authorize the Executive Director to approve a budget transfer of \$3,500 from the contractual category to the travel category for The University of Texas Medical Branch at Galveston, in response to increased requests for CNNT workshops. Dr. Harvey seconded. Dr. Townsend abstained. None opposed. Motion carried.

FY 2008 Budget and Performance

Ms. Osmond noted that normally first quarter performance reports would not be presented at the first Board meeting of the fiscal year, but because the meeting was moved to a later date, TCC was able to compile the following reports. She mentioned how pleased staff was with first quarter performance, with performance by projects exceeding expectations.

FY 2008 Performance Report: First Quarter Summary – presented by Ms. Osmond

FY 2008 Grants Pursued Report – presented by Ms. Osmond

FY 2008 Expenditure Report – presented by Ms. Huddleston

FY 2008 Grant Expenditures Report – presented by Ms. Huddleston

Programmatic Issues-Report from Contract Management Committee

Evaluation of DOEP, STOPN and Cancer Education through the TX Cooperative Extension Programs

Dr. Spencer reminded the Board of a previous request to receive an external evaluation of DOEP, STOPN, and Texas Cooperative Extension. These evaluations have been completed and speak favorably of these projects.

Final Reports for Programs Ending in FY 2007

Dr. Spencer drew attention to a specific report given to the Board that provides a final summary of each TCC project whose contract ended in FY 2007. Each member was encouraged to review the report, which includes information about each project's activities through the years in which they received TCC funding.

Equipment Transfer Requests

Dr. Bailes moved to authorize the Executive Director to execute a Memorandum of Understanding for each of the following entities, allowing the retention of equipment purchased with Council funds, to include:

- Developing Healthy Lifestyles for Prevention Sake grant at Lake Country AHEC (1 Dell 3200 MP Projector #78-56757, 1 Dell Laptop #78-57571)
- Big Country Healthier Kids Initiative at Hendrick Medical Center (1 Epson Projector EPM-73)
- Valley Colorectal Screening Informational and Services grant at the UTMB Branch/McAllen Clinic (2 Dell computers # 773321 & #D773321)
- Girls for Tobacco-Free Living at GENaustin/oriGENal voice (1 Dell Dimension 5100C #78-56757, 1 Inspirion 600m #785-57571, and 1 HP Pavilion zv6000)
- Colon Cancer Awareness Initiative at Paris Regional Medical Center (1 Dell Projector #0000690, and 1 Dell Laptop #0000691)
- Comprehensive Tobacco Control Program at Don & Sybil Harrington Cancer Center (1 IBM Thinkpad Laptop & Monitor # 2379860, 1 Dell LCD Projector #TW-OW3103-70641-558-0162, 1 Bedfont Smokerlyzer # B41785, 1 HP Color Printer #JPKAC48402)
- Childrens Prevention Initiative at the Education Service Center Region XV (1 Dell Projector #0000690, 1 Dell Laptop #0000691)

- Family Support at Cancer Care Services (1 Dell Inspiron 2650 laptop, 1 InFocus Screenplay 110 ceiling projector).

Dr. Harvey seconded. None opposed. Motion carried.

Proposed FY 2008 Contract Amendment Requests

Dr. Spencer reminded the Board of a freeze placed on funding caps for FY2008 projects, with instructions given to projects that any additional funding requests be given via a contract amendment request. This is why there are so many requests for this particular Board meeting.

Dr. Heusinkveld moved to fund a contract amendment with POEP for \$5,341, to allow the contractor to provide an annual salary increase for project staff of up to 3%. Dr. Harvey seconded. None opposed. Motion carried.

Ms. Bonner moved to fund a contract amendment with UTMB – Cancer Nutrition Network for Texans for \$8,000, to print Spanish language copies of the Cancer Care Passport and for the translation of promotora materials. Dr. Wharton seconded. Dr. Townsend abstained. None opposed. Motion carried.

Ms. Barber moved to fund a contract amendment with Cancer Care Services – West Central Texas Community Outreach for \$39,989, to fund the remainder of the work planned for FY2008. Dr. Harvey seconded. None opposed. Motion carried.

Dr. Heusinkveld moved to fund a contract amendment with Texas Cooperative Extension – Reducing Tobacco Use in Rural Communities for \$11,199, to fund a pilot project using placards posted at work site designated smoking areas to encourage smokers to contact the American Cancer Society's Quit Line and to provide an annual salary increase of up to 3% to staff receiving an exemplary performance review. Dr. Harvey seconded. None opposed. Motion carried.

Ms. Bonner moved to fund a contract amendment with Texas Cooperative Extension – Risk Reduction Education for \$21,374, to allow the contractor to provide an annual salary increase for project staff of up to 3% and to fund mini-grants for Extension Agents to purchase supplies needed for cancer prevention education in Texas communities. Dr. Wharton seconded. None opposed. Motion carried.

Ms. Barber moved to fund a contract amendment with UTMB - Valley Resource for Cancer Survivor Information for \$43,000, to fund The Lower Rio Grande Valley Resource for Cancer Survivor Information program for the balance of the fiscal year. Dr. Wharton seconded. Dr. Townsend abstained. None opposed. Motion carried.

Dr. Heusinkveld moved to fund a contract amendment with Texas A&M University System Health Science Center Research Foundation – Spit Tobacco Prevention Network for \$5,164, to fund additional personnel time for one outreach coordinator and to allow the contractor to provide an annual salary increase for project staff of up to 3%. Dr. Harvey seconded. None opposed. Motion carried.

Ms. Bonner moved to fund a contract amendment request with Texas A&M University System Health Science Center Research Foundation – Dental Oncology Education Program for \$74,869, to allow the contractor to provide an annual salary increase for project staff of up to 3% and to conduct community level statewide oral cancer screenings and follow up for positive results, promote oral cancer public education among Texas Academy of General Dentistry members, and educate the public about oral cancer and self-examination . Dr. Townsend seconded. None opposed. Motion carried.

Ms. Barber moved to fund a contract amendment with the Department of State Health Services – Texas School Health Network for \$11,100, to complete the development of an on-line reporting system; fund travel for the Project Director to Regional Education Service Centers for monitoring visits; and purchase resources and materials for School Health Specialists to better prepare them to provide technical support to Texas school districts. Ms. Bonner seconded. None opposed. Motion carried.

Dr. Heusinkveld moved to fund a contract amendment with Texas Nurse Association/Foundation – Nurse Oncology Education Program for \$30,959 to allow TNA to realign staff salaries with the current Austin job market. Dr. Harvey seconded. None opposed. Motion carried.

Ms. Bonner moved to fund a contract amendment with the Cancer Resource Enhancement Program for \$2,365 for travel in order to provide training for county extension agents in seeking and securing funds for cancer control activities at the request of Project Director Dr. Carol Rice. Dr. Bailes seconded. None opposed. Motion carried.

Ms. Barber moved to fund a contract amendment with Partnership between the Texas Cancer Registry and the UTHSC for \$3,085, to allow the contractor to provide an annual salary increase for project staff of up to 3%. Dr. Townsend seconded. None opposed. Motion carried.

FY 2008 Texans Conquer Cancer Patient Support Services Grant Applications

Dr. Chaney shared with the Board a recent meeting of the Texans Conquer Cancer Advisory Committee via teleconference to discuss 10 eligible applications for FY2008.

Dr. Chaney moved to fund the following five applications selected by the Texans Conquer Cancer Advisory Committee at \$2,000 each: Cancer Care Services (Fort Worth), Light and Salt (Houston), Covenant Health System Foundation (Lubbock), Cancer Therapy & Research Center (San Antonio), and CHRISTUS Spohn Cancer Center (Corpus Christi). Ms. Bonner seconded. None opposed. Motion carried. Dr. Chaney added that she would be honored to stay involved with the program if allowed.

Update on Council member activities related to cancer prevention

Ms. Balderrama shared an email from Dr. Croft; he apologized for being unable to attend, and congratulated the Board for their years of hard work serving on the Council. Dr. Harvey suggested Tyler as a location for one of DOEP's oral screening projects.

Council Acknowledgements

Ms. McConnell thanked the Board for their dedication to the Council. On behalf of

Governor Rick Perry, Ms. McConnell presented each member of the Council with a certificate of appreciation signed by the Governor. Dr. Spencer thanked Ms. McConnell and asked that she share the Board's gratitude with the Governor. Dr. Heusinkveld recognized those Council members who have participated as members since the beginning of the agency. Ms. Balderrama thanked the Board for their tireless efforts in making TCC, as said many times by Senator Jane Nelson, the most effective and efficient agency in Texas.

There being no additional business to conduct and no public comments forthcoming, Dr. Townsend moved to adjourn the meeting. Ms. Bonner seconded. None opposed. Motion carried. The meeting adjourned at 2:30 p.m.

Signature

Date