

**MINUTES**  
**Texas Cancer Council**  
**Austin**  
**May 10, 2002**

**Members Present:**

James D. Dannenbaum, Chairman  
Donald Spencer, M.D., Vice Chairman  
Karen Heusinkveld, R.N., Dr.P.H., Secretary  
F. Diane Barber, RN, MS  
Karen Bonner  
Audreyjane Castro  
A. Clare Buie Chaney, Ph.D.  
Carolyn Harvey, Ph.D., R.N.  
Rubye Henderson, M.Ed.  
John F. Sandbach, M.D.  
Sue Sandlin  
Courtney Townsend, Jr., M.D.  
Philip Huang, M.D. (representing Texas Department of Health)

**Call To Order**

The meeting was called to order at 9:24 a.m. by TCC Chairman James Dannenbaum in the May Owens Conference Room of the Texas Medical Association, Austin. A quorum was present.

**Excused Absences**

A motion was passed excusing the absences of Larry Herrera, M.D. and J. Taylor Wharton, M.D. (motion by Ms. Henderson, seconded by Dr. Chaney).

**Adoption Of Minutes**

Minutes of the February 2, 2002 Council meeting were reviewed and adopted (motion by Ms. Bonner, seconded by Ms. Henderson).

**Executive Director's Report**

**Internal Audit Update**

Ms. Jacobs reported that the internal auditor reviewed the risk assessment analysis prepared by the Council staff and noted that there were no high risk areas but that one area worthy of auditing was contracts. The auditors will be reporting to the Council at the August 2002 board meeting.

### **Cancer License Plates Programs**

Ms. Jacobs showed Council members the color applications for ordering the *Texans Conquer Cancer* license plates. She reported that sales of the plates are growing steadily and that the fund was now more than \$7,000. She told the Council that the American Cancer Society is promoting the plates and Council members were encouraged to take applications with them when they returned home.

Ms. Jacobs also reported that Council staff met with several non-profit organizations of the type that would be applying for funds from the license plate program. She said the Council wanted to ensure that the rules developed to administer the license plate program were not burdensome to those applying for grants. She stated that the rules will be presented to the Council in the future and that Council members would appoint members of the License Plate Advisory Committee at the next board meeting.

### **Strategic Plan and Customer Service Report**

Ms. Jacobs informed the Council that the Strategic Plan was a required report and companion to the Legislative Appropriation Request. The Customer Service report is also required but is submitted separately. A motion was passed to adopt the 2003-07 Strategic Plan and to authorize staff to make necessary minor revisions as needed, and submit the Strategic Plan to legislative and executive offices (motion by Dr. Spencer, seconded by Ms. Henderson). Another motion was passed to adopt the Customer Service Report (motion by Ms. Castro, seconded by Dr. Heusinkveld).

### **Legislative Budget Request**

Ms. Jacobs reported that the Legislative Appropriation Request would be due sometime in early July and that there would be no board meeting prior to the time it would be submitted. She explained that the Council would probably be requested to submit a current services budget and that no exceptional items would be allowed. She also informed the Council that the agency had submitted a cost-savings plan to the Legislative Budget Board.

### **Requests for Grant Applications**

Ms. Jacobs informed the Council that requests for grant applications had been published in the areas of colorectal cancer, primary prevention with children and parents, and in caregiver support. Letters of intent had been received and reviewed and a number of applicants were invited to submit full applications. The Council would see these applications along with continuation projects to be funded at the August 2002 Council meeting.

### **Monitoring Visits**

Ms. Jacobs informed the Council that Program Manager Don Ray, Assistant Program Manager Doug Mitchell, D.D.S., and Chief Financial Officer Michelle Huddleston had been conducting monitoring visits for the past six months and that all required monitoring visits had been completed. No significant irregularities were noted.

### **Breast and Cervical Cancer Treatment Act**

Ms. Jacobs informed the Council that the Health and Human Services Commission intended to use Family Planning Funds to draw down federal funds if a waiver is received. The American Cancer Society continues to support this effort and the Governor's Office continues to search for funds to support this effort.

### **Cancer Research Foundation of America Colorectal Cancer Conference**

Ms. Jacobs presented materials from the Cancer Research Foundation's annual meeting to the board.

### **Comprehensive Cancer Coalition Update**

Ms. Jacobs informed the Council that an evaluation of the Centers for Disease Control and Prevention's grant to the Texas Department of Health was conducted by The University of Texas.

### **Update on Cancer Data Workgroup**

Ms. Jacobs told the Council that there were now numerous groups advocating for increased funding for the Texas Cancer Registry and that the Registry was using this group as an advisory committee. She noted that the Registry data is as current as it can be without additional funding.

### **Travel Requirements**

Ms. Jacobs informed the Council that travel was not a problem at this time but that all agencies were instructed to monitor their travel closely. She asked that Council members let her know if they experience travel difficulties.

### **Future Meeting Dates**

Council members were given future meeting dates to consider. The next Council meeting is August 9, 2002.

## **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 performance measures and how they are reported in the Strategic Plan and the Legislative Appropriations Request. He noted that there was no concern over the Council not making its projections for FY 2002.

### **FY 2002 Expenditure and Contract Expenditure Report**

TCC Accountant Michelle Huddleston informed the Council that as of March 31, the Council had expended 53 percent of its administrative budget and 33 percent of the Plan budget. She noted that these levels are normal for this time in the fiscal year.

## **FY 2002 Fiscal And Programmatic Issues**

Dr. Spencer, chairman of the Contract Management Committee, reported the results from their meeting on May 9, 2002. He noted that 12 projects would end their Council funding at the end of FY 2002. He stated that new projects typically provide lower performance measure numbers than mature projects do. As a result, FY 2003 performance measure numbers may be affected.

He also reported that the Hospital-Based Palliative Care Program had lost key personnel and was considering discontinuing the project. Council staff met with the project and offered support. The project was now back on line and reporting weekly 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 11:43 a.m. (motion by Ms. Castro, seconded by Dr. Harvey).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date