

**MINUTES**  
**Texas Cancer Council**  
**May Owens Conference Room, Texas Medical Association**  
**401 W. 15th Street ♦ Austin, Texas**  
**May 14, 2004**

**Members Present:**

Karen Bonner  
Audreyjane Castro  
A. Clare Buie Chaney, Ph.D., L.P.C.  
Lloyd K. Croft, D.D.S.  
James D. Dannenbaum  
Carolyn D. Harvey, R.N., Ph.D.  
Rubye H. Henderson, M.Ed.  
Larry Herrera, M.D.  
Karen B. Heusinkveld, R.N., Dr.P.H.  
Donald C. Spencer, M.D.  
Courtney M. Townsend, Jr., M.D.  
J. Taylor Wharton, M.D.

**Call To Order:** The meeting was called to order at 9:30 a.m. A quorum was present.

**Excused Absences:** The Council received requests for excused absences from Diane Barber and Debra Stabeno. The motion passed with none opposed.

**Adoption of minutes:** Minutes from the February 2004 Board meeting were adopted with no changes. Motion passed, none opposed.

**Executive Director's Report & Council Discussion:**

Mickey Jacobs discussed the following:

- Transition Planning  
Too few applications have been submitted for the Executive Director position, so the position will be re-posted for another 4 weeks to draw a larger pool of applicants. Motion to authorize Lisa Nelson with administrative authority and Jane Osmond with programmatic authority in the interim. Motion by Ms. Harvey, seconded, approved, none opposed.
  
- Comprehensive Cancer Control Coalition Update  
Discussion of the CDC grant via TDH. Ms. Castro is the primary Board member representative on the Comprehensive Cancer Control Coalition. The grant funded 8 community forums this year to gather information for the *Texas Cancer Plan* update. Those forums are now completed. SUMA/Orchard is compiling the results into a report that will be submitted to the Council in the coming month. The expectation is that TDH will contract with TCC again this year for approximately the same amount of money as in FY 2004. Approximately one third of the total CDC grant comes to TCC to support the Coalition. The Coalition has plans for the coming year that could be funded if a larger percentage of the CDC grant came to TCC for Coalition support. Mr. Dannenbaum asked Ms. Jacobs to submit a written memo about what could be done with more money if it were received from TDH. Dr. Spencer reported on discussions of CDC grant that happened at the recent Cancer Leadership Institute. Dr. Herrera suggested getting a copy of the TDH budget for the remaining two-thirds of the CDC grant at TDH.

- Major reports and activities for 2005  
Budget structure changes have been approved by the LBB and Governor's Office of Budget and Policy. Staff will share the LBB and Governor's Office decisions with the Executive Committee. Strategic Plan—Board members will receive a draft for comment in the next couple of weeks. Jodie Smith is lead staff on this project. LAR—budget request for the next two years will need Board approval in July. Michelle Huddleston and Ms. Nelson are lead staff on this project. Board members will receive a document for comment in July. A called Board meeting or an executive committee meeting may be needed to sign the LAR. If it is done by the executive committee, the Board would ratify the LAR at its next meeting. Budget hearings will begin in August, presented by new the Executive Director, Board Chair, other Board members, and/or Council project directors. Mr. Dannenbaum discussed the possibility of a potential cigarette tax increase funding a Young Investigators' Research fund.
- *Texas Cancer Plan Update*  
The report from community forums will be fed into the *Plan*. M.D. Anderson has been contracted to write and coordinate the *Plan* update—the lead is Dr. Lewis Foxhall, supported by Carla Strom. Deadline for *Plan* publication is December 2005 so that it will be ready for the January 2005 legislative session. Jacobs advised the Board to be involved in approval process as decisions are made along the way about the updated *Plan*. The Board discussed its role and preferences for *Plan* update and an additional Board meeting in late June for *Plan* update and LAR. Staff will work with Mr. Dannenbaum to finalize a meeting that is tentatively scheduled for June 25, either in Houston or Austin.
- Governor's Cup  
Council staff won the Governor's challenge for small state agencies in the Texas Roundup physical fitness challenge. The Governor presented the agency an award at a ceremony/event on the Capitol grounds this spring.
- Update on Travel Fees  
Ms. Jacobs advised the Board of changes in state travel contract. Anytime there's a change in travel plans, it now costs the agency money to change the plans.
- Update on Donated Hours  
We will now capture donated hours from the Board members. Staff distributed a form for Board members to fill out and will send the form electronically to Board members, as well.
- Next Council meeting dates: June 25, then August 13. Approved dates for next year: November 5, 2004; February 18, 2005; May 13, 2005; August 5, 2005.

**Update on Cancer Registry Improvement Workgroup:** Dr. Spencer, TCC's liaison to this workgroup, reported that the workgroup has identified the following priorities:

- The Health Science Centers need to approach the Legislature as a group with a plan about how they would do the Registry's work if it were moved to one of them from TDH.
- The pathology labs should have, as part of their licensing requirements, a requirement to report statistics on melanomas that they are not currently reporting. The group wants to use regulation and licensure to achieve better Registry data.
- This is the first year that the Registry has been eligible to be included in CDC's annual national publication, which is a sign that the Registry is moving in the right

direction. Discussion about potential role of pharmaceutical companies and/or tobacco settlement attorneys in supporting Registry improvements.

**FY 2004 Budget and Performance:**

- FY 2004 Performance Report: Second Quarter Summary  
Ms. Smith reported that staff is still projecting that the Council will not meet its performance measure target for Number of Hours Donated. Mr. Dannenbaum requested data on training and training travel trends for the Legislature from staff.
- FY 2004 Expenditure Report: Summary presented by Ms. Huddleston. No questions.
- FY 2004 Contract Expenditure Report: Ms. Huddleston reported that the Council has spent 46% of its administrative budget and 27% of its cancer services budget through Q2. This is a carryover year for the budget.

**FY 2004 Fiscal and Programmatic Issues:** Dr. Spencer reported from the Contract Management Committee that:

- A. Tobacco RFA: received 7 LOIs, invited 2 to apply
- B. Media RFA: received 4 LOIs, 3 of which were eligible, invited 2 to apply
- C. License Plate RFA: due on June 9
- D. Worksite wellness: due to staff constraints, Council staff cannot pursue this initiative yet
- E. Colorectal: All colorectal programs are going off-line this year. Since TCC won't pursue worksite initiative yet, \$50,000 is available. Staff recommended that Longview Wellness Center be invited to apply for that money, motion by Dr. Spencer, second by Dr. Heusinkveld, none opposed, motion passed. Mr. Dannenbaum suggested that the project apply to the LeTourneau and Temple Foundations for continuation funding.
- F. Comprehensive Cancer Control Coalition: For the June 2004 to June 2005 contract period, Spencer moved that the Board authorize the Executive Director to enter into a contract with TDH for up to \$107K. Motion, second, none opposed. Motion carried.
- G. Youth Cancer Prevention Program: Fleishman-Hillard does not want to re-apply to manage the program. GenAustin will apply for the Austin initiative at \$58K, and Scott and White will apply for the Temple initiative at \$50K. Dr. Spencer moved to rescind letter to reapply to Fleishman-Hillard, Dr. Townsend seconded, Dr. Herrera abstained, none opposed, motion carried. Motion was made and passed to allow GEN Austin and Scott and White to apply separately.

**Executive Director hiring process:** The Executive Committee will interview applicants and make a decision subject to ratification by the full Board. Mr. Dannenbaum recognized Melissa Juarez, of the Attorney General's office, who suggested that an update on the Executive Director hiring process be posted for the June 25 Board meeting.

**Public Comment:** None

**Adjourn:** Motion to adjourn by Mr. Dannenbaum, seconded by Ms. Harvey, none opposed, motion carried at 12:00.

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Signature

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Date