Council members present: Mr. James Dannenbaum, Dr. J. Taylor Wharton, Juanita Salinas (ex officio), Ms. Diane Barber, Dr. Clare Chaney, Ms. Rubyce Henderson, Dr. Lloyd Croft, Ms. Karen Bonner, Dr. Donald Spencer, and Dr. Larry Herrera. From the staff: Ms. Sandra Balderrama, Ms. Jodie Smith, Ms. Yvette Jimenez, Ms. Stephanie Uecker, Ms. Lisa Nelson, Ms. Michelle Huddleston, and Ms. Jane Osmond.

Mr. Dannenbaum announced a quorum and addressed requests for excused absences. Dr. Wharton moved to adopt excused absences for the November 11, 2005, Council meeting from Drs. Fernandez, Heusinkveld, Townsend, and Harvey. Seconded by Dr. Spencer.

Dr. Wharton moved to adopt minutes from the August 5, 2005, Council meeting. Seconded by Dr. Croft. All approved, none opposed.

Executive Director's Report
- Agency survey of Project Directors—Staff is still reviewing the responses to the survey and will have a report at the next Council meeting. The survey comments may address the changes that staff have made in response to the State Auditor’s Office audit last year.
- Colorectal Screening Grant Application—The Council did not receive this grant. The CDC commented that the agency’s application was too general because we did not already have the communities in place (since the agency uses an RFA process.) Staff will explore new partnerships to help bring this money into Texas in the future. Dr. Herrera encouraged staff to not be disappointed and to try again, possibly with new partners to address the weakness identified by the CDC.
- FY 2005 Project Accomplishments—Ms. Balderrama alerted the Board members to the many print and video resources that TCC programs produced this year. Board members received copies of many of them.
- New staff member—Ms. Balderrama introduced Stephanie Uecker, the new staff person responsible for supporting the Coalition.
- Office move—Ms. Balderrama reported that staff is now moved into the new space and invited Board members to come see the new suite.
- Project Directors’ Meeting—The two-day meeting was very good and attendees gave positive feedback, according to Ms. Balderrama. She invited Board members to come to future Project Directors’ Meetings.
- CC 20 year Anniversary—Mr. Dannenbaum identified February 2006 as the probable date.
- Future FY 06 Council meetings: Thursday & Friday, February 16 & 17, 2006; Friday, May 5, 2006; Friday, August 4, 2006. No Board member expressed concern about conflicts on those dates.

FY 2005 Budget and Performance
Budget Transfer Request from Candlelighters of El Paso, Inc. -- Dr. Spencer moved to authorize the Executive Director to approve the budget transfer of $1,721 for the Candlelighters of El Paso to further their project goals. Second by Dr. Wharton, none opposed, motion passed.

Mr. Dannenbaum announced the presence of Juanita Salinas (DSHS) and Rebecca Miller (STOPN). Mr. Dannenbaum also recognized Ms. Nelson for her 15 years of service to the agency.

FY 06 Programmatic Issues

Report from Planning and Program Development Committee:
Dr. Wharton reported that the committee reviewed two concept papers this past quarter (one from the Asian Chamber of Commerce, and one from the Cancer Foundation for Life.) The committee believes that both programs are worthy of consideration, but there are no funds currently available, so no recommendation to fund is being made from the committee. Dr. Spencer noted that, years ago, the Council tried to create a program targeting Asians in Central Texas. The program was a failure because it had no real ownership by Asians. He suggested that, since the current concept paper was a sensible proposal, the Council should reconsider it in the future when funds are available.

Report from Contract Management Committee:
- Nurse Oncology Education Program and Physician Oncology Education Program Evaluation Report
Ms. Osmond directed Council members to the evaluation reports in the Board packet and reported that she and Ms. Balderrama have met with the POEP and NOEP Steering Committees. None of the recommendations in the evaluations will be mandated by the Board; they are meant to be tools for those projects to use in their future planning. The most significant finding was that neither program has much data in place about its impact on physician/nurse behavior. Both programs would like to have that data, but it is difficult to collect. Both programs have written responses identifying which recommendations they intend to adopt, which ones they have already tried in the past that do not work, and changes they would like to make longer term. Staff will continue to meet with the programs to discuss implementation. Dr. Herrera said that the evaluations had a lot of redundant, unnecessary information that the Council already knows (program description, for example), though there is more useful information the further you go into the document. Since answering the questions that Dr. Fernandez poses is expensive, Dr. Herrera suggested that NOEP and POEP put some of those evaluation questions into the format of a grant proposal and pursue grant funding to do the recommended evaluation. Ms. Osmond noted that Dr. Fernandez has inquired how she might continue to work with NOEP and POEP and that the programs have been directed to work with her. She is also the Principal Investigator on a LINCC grant and has offered her help on evaluating some programs in Texas through that project. Mr. Dannenbaum asked whether there is a different entity that should do the evaluating. Dr. Herrera noted that Dr. Fernandez’ recommendations are solid, which attests to her competency to do the evaluation. He also noted that NOEP and POEP should stay invested in the process.

- FY 06 Applications for Texans Conquer Cancer License Plate Funds from:
  - Any Baby Can Child and Family Resource Center
  - Brackenridge Cancer Care Team
  - Cancer Care Services
  - Cancer Counseling, Inc
Dr. Chaney reported from the TCCLP Advisory Council, which is recommending funding $5000 to five organizations this year. She suggested that staff give the committee the criteria behind the staff’s ranking during the next decision-making process. Dr. Chaney moved to fund the top five applications (Cancer Services Network in Abilene, Any Baby Can in Austin, Cancer and Chronic Disease Consortium in El Paso, UTMB in McAllen, and St. Joseph Regional Cancer Center in Bryan) selected by the Texans Conquer Cancer Advisory Committee at $5,000 each. Ms. Henderson seconded. Mr. Dannenbaum suggested that, because gas vouchers to get to treatment are such a large component of these applications, the Council should approach the large oil companies about contributing money to this fund. Staff will clarify the logistics about how such a money transfer would happen. Dr. Chaney has a contact at Exxon with whom she will speak, Ms. Henderson has a contact at Shell, and Ms. Bonner has a contact at BP. None opposed, motion passed.

- FY 06 Applications for the Texas Community Coalitions for Cancer Survivorship Program RFA - Colorectal Cancer in North East and North West Texas from:
  - Lubbock Colon Cancer Prevention Task Force—Dr. Spencer summarized the proposal. The program proposes to do an awareness campaign, survey, community resource guide, professional education, form strategic partnerships, involve survivors, and meet identified survivor needs. Motion by Dr. Spencer to fund at $38,000, second by Dr. Wharton. None opposed, motion carried.
  
  - Longview Wellness Center—Dr. Spencer noted that the program will do four things: increase availability of colon cancer screening, conduct a community needs assessment, plan to address needs, and attend to survivorship issues of underserved populations. He moved to fund at $38,000, second by Ms. Bonner, none opposed, motion carried.

- FY 06 Applications for the Texas Community Coalitions for Cancer Survivorship Program RFA – Building Community Capacity to Address Cancer Survivor Needs from:
  - Cancer Care Services – Survivorship Coalition
    Dr. Spencer explained that the program would determine special needs of low-income survivors. It will take 3 years for it to accomplish its plan, which is one more year than is specified in the RFA. The third year would be at the discretion of the Council. Dr. Spencer moved to fund at $38,000, second by Dr. Wharton. Dr. Herrera asked who the third-party
contractor is; staff answered. Mr. Dannenbaum questioned the for-profit status of some of the collaborating partners. None opposed, motion passed.

- **UT Medical Branch – A Needs Assessment of Adult Cancer Survivorship Issues in Galveston**
  Dr. Spencer summarized this program, which did not meet the criteria in the RFA because it did not propose to form or involve a coalition in its activities. No recommendation to fund.

- **UT Medical Branch – LRGV Resources for CSI**
  Dr. Spencer summarized the program’s activities: develop a coalition, conduct a needs assessment, publish a plan about gaps in service, study survivorship materials for cultural/linguistic competence, and do outreach education about survivorship. Dr. Spencer motioned to fund at $38,000, second by Dr. Herrera. Mr. Dannenbaum asked who the collaborative partners are, and staff answered. He suggested that the program contact the Vannie Cook Center in the Valley, Glenn Roney of Texas State Bank, and Mauras Atlas as a courtesy to let them know about the program. None opposed, motion passed.

- **YWCA of Lubbock – Underserved Populations Survivorship Program**
  Having funded the above, the Council is probably out of money for FY06. However, if funds become available, the committee recommends funding this program that would assess the psychosocial needs of survivors in the Lubbock area. Dr. Spencer moved to fund at $38,000 if the Executive Director establishes that there are funds available to fund a third project under this RFA. Seconded by Dr. Croft. Mr. Dannenbaum suggested that the program contact John Monford, head of SBC, former senator from Lubbock and chair of Senate Finance, and supporter of TCC, who may be able to help with funding. None opposed, motion passed.

**- Contract Amendment Request**
  - **Community Coalitions for Cancer Survivorship**
    Dr. Spencer explained that the programs funded today need to send their directors to Austin to meet with staff, network with each other, learn about the cancer control toolkit, and formulate evaluation plans. Dr. Spencer moved to allow TCC staff to execute contract amendments of up to $1000 with those projects funded under the Community Coalitions for Cancer Survivorship Program for travel to Austin for meetings with TCC staff. Second by Ms. Bonner, none opposed, motion passed.

Mr. Dannenbaum introduced Gaye Lindsey of NOEP as a guest.

Mr. Dannenbaum presented Dr. Herrera with a certificate of service for his time on the Council. Dr. Herrera will be leaving Scott and White for Temple University later this month. Dr. Herrera discussed his move, research, and work. Mr. Dannenbaum asked him to provide a written commentary on his perspective on keeping young investigators in Texas.

There was no one wishing to make public comment. Dr. Chaney motioned to adjourn, second by Dr. Spencer, none opposed, motion carried.

2-17-06