

**MINUTES**  
**Oversight Committee Meeting**  
**Cancer Prevention and Research Institute of Texas**  
**State Capitol Building, 1100 Congress Ave., Room E1.016**  
**Austin, TX**  
**August 14, 2008**

Mr. Scott Sanders announced a quorum and called the meeting of the Cancer Prevention and Research Institute of Texas (Institute) to order at 8:00 a.m. In attendance were Dr. Joseph Bailes, Ms. Cindy Brinker Simmons, Dr. Malcolm Gillis, Mr. Dee Kelly, Mr. James Mansour, The Honorable Jeanne Phillips, Mr. Sanders, Mr. Lionel Sosa, The Honorable Susan Combs, Mr. Jay Dyer (designee for the Attorney General's Office), and Ms. Barbara Deane (acting General Counsel representing the Attorney General's Office). Staff present at the meeting included Ms. Sandra Balderrama, Ms. Michelle Frerich, Ms. Michelle Huddleston, Ms. Lisa Nelson and Mrs. Yvette Jimenez. The Committee excused the absence of Mr. Charles Tate. The attendance of Representative Patrick Rose was recognized.

**Institute Officer Election**

Mr. Mansour was elected Chairman of the Institute Oversight Committee.  
Dr. Gillis was elected Vice-Chairman of the Institute Oversight Committee.  
Mr. Kelly was elected Secretary of the Institute Oversight Committee.

Mr. Mansour provided some opening remarks and then proceeded with the meeting.

**Minutes**

Dr. Gillis moved to adopt minutes for the June 23, 2008 Institute quarterly meeting and to direct agency staff to place the minutes of the January 14, 2008 Texas Cancer Council meeting in the records of that agency. Mr. Kelly seconded. None opposed. Motion carried.

**Office of Attorney General Legal Briefing**

The Oversight Committee members went into closed session, pursuant to the Texas Open Meetings Act, to receive legal advice from its attorney under section 551.071 of the act, on such issues as laws, powers and duties applicable or related to the Institute, including but not limited to HB14, ethics, procurement, and open government.

The Oversight Committee members later reconvened with Mr. Mansour announcing a quorum; no action was taken in closed session.

**Update on member activities related to the Institute**

Dr. Gillis shared information from a document prepared by The Academy of Medicine, Engineering and Science of Texas (TAMEST), which included suggestions for research grant award allocation. Mr. Sanders shared information he had gathered from recent meetings with various state and national cancer organizations. The Honorable Susan

Combs suggested reviewing the Emerging Technology Review Process as a model for grant application review.

### **Mission and Vision Statement of the Cancer Prevention and Research Institute of Texas**

The Honorable Susan Combs moved to approve the following as the Institute mission statement (and to allow Institute staff to separate this language into a mission and philosophy statement to be approved by the Chairman):

The Cancer Prevention and Research Institute of Texas is established to:

- (1) create and expedite innovation in the area of cancer research and in enhancing the potential for a medical or scientific breakthrough in the prevention of cancer and cures for cancer;
- (2) attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in this state; and
- (3) develop and implement the *Texas Cancer Plan*.

Dr. Bailes seconded. None opposed. Motion carried.

### **Standing and Ad Hoc Committees Elections**

The Honorable Jeanne Phillips moved to select the Institute Chairman (Mr. Mansour), Vice-Chairman (Dr. Gillis), and Secretary (Mr. Kelly) to serve on the agency Executive Committee. The Honorable Susan Combs seconded. None opposed. Motion carried.

The Honorable Susan Combs moved to allow the Chairman to invite other Oversight Committee members to serve on the Executive Committee as needed. Dr. Bailes seconded. None opposed. Motion carried. Mr. Sanders moved to allow the Executive Committee to establish guidelines for and to choose Oversight Committee members to serve on additional committees as needed. Dr. Bailes seconded. None opposed. Motion carried.

### **Executive Director Search**

It was determined the Executive Committee would engage in the Executive Director (and possible Interim Director) search. Use of an executive search firm as a tool to help in the Executive Director search was discussed.

### **Agency Activities**

Dr. Gillis moved to allow the Executive Committee to approve the 2009-2013 Strategic Plan and 2010-2011 Legislative Appropriations Request. The Honorable Jeanne Phillips seconded. None opposed. Motion carried.

### **Future meeting dates**

The following Institute future meeting dates were determined:

November 19, 2008

May 1, 2009

February 20, 2009

August 7, 2009

It was determined by members that a 10 a.m. start time would be best for future meetings to allow for travel time.

### **Budget and Performance**

Ms. Frerich provided information from the FY 2008 Performance Report, Third Quarter Summary. Ms. Huddleston provided information from the FY 2008 Expenditure Report.

### **Budget for FY 2009**

#### Adoption of FY 2009 Operating Budget

Dr. Bailes moved to adopt the proposed operating budget for FY 2009. The Honorable Jeanne Phillips seconded. None opposed. Motion carried.

#### FY 2009 Budget Overview and Allocation

Payroll/Human Resources Services Inter-agency contract-The Honorable Susan Combs moved to authorize Institute staff to negotiate a fiscal services interagency contract with HHSC for an amount not to exceed \$6,000. Funds are to be allocated out of the agency's Administrative budget. Ms. Brinker Simmons seconded. None opposed. Motion carried.

Miscellaneous Cancer Services and Operating Expenditures-The Honorable Susan Combs moved to authorize Institute staff to use the cancer services operating budget allocation of \$11,200 for other operating expenditures related to cancer services and implementation of the *Texas Cancer Plan*. The Honorable Jeanne Phillips seconded. None opposed. Motion carried.

Ovarian Cancer funding from Department of State Health Services-The Honorable Susan Combs moved to authorize the Institute to contract with DSHS for an amount up to \$37,225 and subcontract with the Physician Oncology Education Program and the Nurse Oncology Education Program to carry out the activities stated in the DSHS contract. The Honorable Jeanne Phillips seconded. None opposed. Motion carried.

Funding for Tools for Texans Conference-The Honorable Susan Combs moved to authorize Institute staff to contract with CDC for an amount up to \$50,000 for a FY 2009 conference and contract with NOEP to plan and implement the conference. Mr. Sosa seconded. None opposed. Motion carried.

### **Continuation Grant Applications for FY 2009**

Dr. Bailes moved for the Institute to fund all of the following continuation grant applications for FY2009. The Honorable Susan Combs seconded. None opposed. Motion carried.

Cancer Prevention Through the Texas School Health Network – Department of State Health Services  
*Approved at \$210,000.*

Spit Tobacco Prevention Network – Texas A&M University Research Foundation  
*Approved at \$151,164.*

Cancer Risk Reduction Education Through Texas AgriLife Extension Service – Texas AgriLife Extension Service  
*Approved at \$117,545.*

Asian Cancer Coordination Project – Asian American Health Coalition of Greater Houston, Inc. dba HOPE Clinic  
*Approved at \$100,000.*

Physician Oncology Education Program – Texas Medical Association Special Funds Foundation  
*Approved at \$293,637.*

Nurse Oncology Education Program – Texas Nurses Foundation  
*Approved at \$374,959.*

Dental Oncology Education Program – Texas A&M University Research Foundation  
*Approved at \$282,541.*

Female Cancer Screening Education for Nurses in Rural or Medically Underserved Areas of Texas – UT M.D. Anderson Cancer Center  
*Approved at \$46,770.*

Texas Cancer Information – UT M.D. Anderson Cancer Center  
*Approved at \$306,000.*

CTR Workforce Capacity Building FY 09 – UT Brownsville and TX Southmost College  
*Approved at \$110,353.*

Cancer Resource Enhancement Program – Funding Solutions  
*Approved at \$75,000.*

Cancer Foundation for Life Physical Conditioning Program – Cancer Foundation for Life  
*Approved at \$100,000.*

A Physical Rehabilitation Program for Cancer Survivors in Austin, TX – Daughters of Charity Health Services of Austin dba SETON Family of Hospitals  
*Approved at \$100,000.*

The Lower Rio Grande Valley Resource for Cancer Survivor Information – UTMB Galveston  
*Approved at \$100,000.*

West Central Texas Rural Community Outreach – Cancer Services Network  
*Approved at \$100,000.*

Cancer Nutrition Network for Texans – UTMB at Galveston  
*Approved at \$51,000.*

**Public Comment**

There was one request for public comment from Ms. Juanita Salinas with the Department of State Health Services, representing the Texas Comprehensive Cancer Control Coalition. Current projects of the Texas Comprehensive Cancer Control Coalition (TCCCC) include a report on costing out the *Texas Cancer Plan* and also updating the Cost of Cancer to Texas Report. Ms. Salinas shared TCCCC’s support of the Institute and on behalf of the state and national cancer-organization partners involved, welcomed the Oversight Committee members to contact TCCCC should they like more information about what TCCCC is doing to support cancer control in Texas.

**Adjourn**

There being no additional business to conduct and no further public comments forthcoming, Mr. Sanders moved to adjourn the meeting. Mr. Kelly seconded. None opposed. Motion carried. The meeting adjourned at 12:00 p.m.

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Signature

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Date