

**TEXAS COMPREHENSIVE CANCER CONTROL COALITION  
THURSDAY MARCH 31, 2005  
MINUTES**

Attending	Not attending
Mary Lou Adams, Ph.D., U.T. School of Nursing Sandra Balderrama, MPA, BS, Texas Cancer Council Deborah Vollmer Dahlke, Cancer Therapy & Research Center Lewis Foxhall, M.D., M. D. Anderson Cancer Center Judy Jonas, Ph.D., R.D., American Cancer Society, Texas Division Lynne Nguyen, National Cancer Institute's Cancer Information Service Jane Osmond, Texas Cancer Council Juanita Salinas, M.S.W., Texas Department of Health Tanya Skaarup, POEP Thom Sloan, MBA, Children's Cancer Research Institute Jennifer Smith, DSHS V.O. Speights, M.D., Scott & White Donald Spencer, M.D., TCC Karen Torges, American Cancer Society, Texas Division Davor Vugrin, M.D., Texas Tech Nancy Weiss, Ph.D., Texas Cancer Registry Billy U. Philips, Ph.D., UTMB Ramona Magid, MBA, Komen Foundation-Austin Carol Rice, Texas Cooperative Extension Sandra San Miguel Majors, M.S., Baylor College of Medicine Susan Nenney, MPH, Project Coordinator Heather Becker, Ph.D., U.T. School of Nursing	Pam Jackson, M.S., Intercultural Cancer Council Andy Miller, MHSE, CHES, Lance Armstrong Foundation Maria Fernandez, Ph.D., U.T. Health Science Center Phil Huang, M.D., DSHS David Euhus, M.D. U.T. Southwestern Medical Center Barry Feig, M.D. M. D. Anderson Cancer Center Joel Dunnington, M.D., M. D. Anderson Cancer Center Margaret Mendez, DSHS Amelia Ramirez, Dr.P.H., B.C.M. Elizabeth Sjoberg, Texas Hospital Association Jo Ann Ward, M.P.H., M. D. Anderson Cancer Center Armin Weinberg, Ph.D., ICC

Dr. Foxhall opened the meeting at 10:00am and welcomed members.

**UPDATES ON ADVOCACY AND TOBACCO ACTIVITIES**

**Lynne Nguyen, NCI's Cancer Information Service** – CIS received its continuation contract from NCI. A new research program focusing on health communications will coordinate research for a 17-state region.

**Karen Torges, American Cancer Society, Texas Division** – KT distributed the ACS synopsis on advocacy. C-Tools is a PDA application for cancer early detection intended for health professional use. The ACS colorectal promotion is going on nationwide.

**Thom Sloan, Children's Cancer Research Institute.** CCRI continues to recruit. The first six researchers are up and running.

**Deborah Vollmer Dahlke, Cancer Therapy and Research Center.** The new CTRC CEO is Karen K. Fields, M.D. Free skin and prostate screenings are ongoing. The Center received a \$200,000 grant from the Tim Duncan Foundation to fund breast cancer and prostate screening, and genetic risk testing and analysis for under and non-insured persons in San Antonio, Bexar County and the surrounding 5 county area.

**Davor Vugrin, M.D., Texas Tech University.** The region is concentrating on implementing priority aspects of the *Texas Cancer Plan*, the largest area of activity being colon cancer prevention awareness. The media is helping with this yearlong project that began February 1. The core of the campaign is media including television coverage that emphasizes the human face of cancer. Telephone banks are utilizes physicians and nurses at the TV stations. Free test kits are provided. This month the project purchased airtime for the ACS Public Service Announcements. Ads continue through remainder of year. The Healthy Lubbock Initiative continues.

**Grady Basler, DOEP.** Each year the DOEP sponsors an issue of the Texas Dental Journal of the Texas Dental Association. The articles are currently being finalized on the June issue, which will focus on tobacco prevention and cessation. During the last fiscal year the DOEP conducted "Tobacco Intervention in Practice Seminars" (TIPS) at eight Texas dental hygiene schools. This year the DOEP completed a survey analysis of the program effectiveness among the recent graduates. The information obtained will be used to modify the module and the revised curriculum will be presented to faculty from all the dental hygiene schools at a curriculum conference during the next fiscal year.

**Tanya Skaarup POEP** – POEP will have Texas Cancer Facts & Figures, the *Texas Cancer Plan* and C Tools combined into a CME program, which will be offered to programs in rural communities.

**Billy Philips, UTMB** – A new piece from CNNT, "*The Ten Best Reasons to Not Smoke During Cancer Therapy*", will be tested next week in UTMB clinics. A solid body of evidence is developing on the topic of smoking during therapy. Dr. Philips reminded members of the upcoming September American Association for Cancer Education, "Translating Research into Service". His program is studying some health parameters among residents in a 40-square block area in Texas City. He was present in the area during the BP plant explosion. The project is specifically studying stress hormones, perceptions and cancer care utilization in the area.

**Nancy Weiss, Texas Cancer Registry.** Exceptional item funding for improvement of the TCR is in both the House and Senate versions of the state budget. There also has been a bill filled (HB2919) to strengthen the cancer incidence reporting law and allow data fees to be recouped by the TCR. TCR is continuing partnerships with various academic institutions and is finalizing the establishment of the McAllen regional registry with the Texas A&M School of Rural Public Health. TCR also will work with new staff in Laredo and Brownsville, associated with the UTHSC School of Public Health- Houston and the UTHSC-San Antonio/San Antonio Cancer Institute, respectively. UTMB and MDACC are providing staff to assist with data collection and record backlogs. The TCR has not been as quick as hoped in publishing the tobacco related cancer report for dissemination to legislators.

**Carol Rice, Texas A&M.** Two funded projects from TCC are tobacco-related. Using a comprehensive community approach, her office is working in three counties around Amarillo, which have 43% incidence of youth using tobacco in high school. They are working through county agents to gain access into schools and have almost finished a community-based survey. Youth leaders will be trained at their summer leadership camp. One of most successful efforts has been "Towards No Tobacco Use", which is very well accepted in schools. Other area counties are also interested in tobacco use prevention because people are beginning to relate it to subsequent drug use. Other projects emphasize rurally, but with broader focus through county agents, including skin cancer prevention and mammogram screening.

**Ramona Magid, Komen Austin** - Ramona will attend Minority Cancer Awareness Week in D.C.

**Angelina Esparza, M.D. Anderson** - Houston has adopted a smoking ordinance, limited to restaurants and bars.

**Mary Lou Adams, UT** – In Austin, a stronger non-smoking ordinance was placed on the Austin ballot.

**Heather Becker, Evaluation** – Dr. Becker's new assistant is Lee Land. The Coalition survey will be distributed soon; follow-up will be conducted. Regarding advocacy, Heather talked to colorectal screening

guide users. The big message in phone interviews was concern about funding for colorectal screening. Message is being heard, but services for screening are not sufficiently available.

**Juanita Salinas, DSHS** – Juanita described her work with area cancer coalitions. Lubbock: One coalition member, Twila Albertson is on the SHAC. She will continue to assess what resources can be provided to SHACs. Both Lubbock and Tyler have had substantial cuts to county and local health departments in prevention areas.

Tyler: A grant opportunity has been identified from Medicaid/Medicare for cancer prevention and screening and treatment of minority populations. A very heavy research focus has proven daunting; Tyler was very interested, but could not find a research Principle Investigator. The Tyler Coalition is interested in partnering with someone who has time/opportunity to partner with them. All 3three coalitions (Tyler, Jefferson, Lubbock) prioritized their most urgent issues in communities. Juanita will match these with *Texas Cancer Plan* strategies and steps to help connect local interest to the *Plan*. She is also beginning to plan trips for new regions of Wichita Falls and Del Rio. The Tyler group said they would continue their coalition and roll it into their existing breast health coalition. In Jefferson, Charlotte Yoder from ACS may help continue the local effort.

Members noted that this CMMS grant proposal would be difficult to deliver. In small communities, more demand for services would be created than could be met. Screening proposals create demand by identifying people who need care. It shouldn't be the hospital's responsibility to pay for care. Colon cancer screening is highly cost effective, but "who pays the bill and when" is a large stumbling block..

**Patti Auerbach, NOEP.** NOEP will be collaborating with the Amarillo Cancer Consortium to put on a conference on April 15, 2005 on *Lung cancer, Update for Physicians and Nurses*. Dr. Luce from Tobacco Free Amarillo will be presenting on "State of Smoking in America."

NOEP will be working with STOPN and providing the Nursing Continuing Education when they present a conference in Lubbock on April 22, 2005.

**Sandra San Miguel, Baylor College of Medicine.** Redes en Accion was refunded and will continue with goals of research training and awareness. A new policy component will include tobacco.

**V.O. Speights, Scott & White.** Dr. Speights is actively involved in the Cancer Data Work Group.

**Lewis Foxhall, M.D., M.D. Anderson Cancer Center.** While the Houston smoking ordinance was not all that was hoped for, the process was a good opportunity to begin the education process and hopefully it will move forward. Agencies met with policy makers and a lot of education was accomplished. Dr. Dunnington testified, and there was good participation by M. D. Anderson staff. An M.D. Anderson researcher, Dr. Prokhorov, has an internet-based tobacco cessation program "Aspire" directed to kids and adolescents, developed in conjunction with the UT School of Medicine. Worldwide distribution is being explored. Program can be viewed at <http://www.mdanderson.org/aspireonline>. Members interested in the program should contact Dr. Foxhall or Dr. Alex Prokhorov directly at MDA. Dr. Paul Cinciripini has spearheaded an effort to work on tobacco control for M.D. Anderson patients. Staff will be pro-active in including info about patients smoking status and recruiting participation.

#### **APPROVAL OF MINUTES**

The minutes were approved as corrected.

#### **CDC: SITE VISIT REPORT & CONTINUATION GRANT INPUT**

Juanita Salinas reported that the CDC likes collaboration, wants the Coalition to continue its efforts in this area and to get locals connected to the Coalition. It also wants regional coalitions to continue with emphasis on heavily burdened areas. The CDC encouraged the Coalition to use the findings from Dr. Becker's 2004 evaluation report and looks forward to completion of the tool kit. CDC staff wants to see

continued cooperation with our major partners and finally understand the organizational structure in Texas. Juanita thanked everyone who helped with the Tyler site visit.

Juanita distributed copies of the new continuation grant, which begins June 30, as well as copies of the work plan for the next year, and performance measures for work plan. The continuation grant was submitted after meetings with Heather Becker, Jane Osmond, and Susan Nenny, and with the Executive Committee by conference call to review the draft new work plan. Heather noted the use of input from the members' last survey to draft the new work plan. Juanita also distributed an article describing comprehensive state programs.

The C-Change RFP was distributed by e-mail.

The Tool Kit Subcommittee met yesterday. The kit, which is in final editing, contains nine stages. It will be posted on the Coalition web site as an FYI item and will be pilot tested in Juanita's coalition communities. Jane will distribute the Tool Kit to TCC Board.

## **WORK GROUP REPORTS**

### **Communications Plan Work Group**

Sandra Balderrama reported that the *Texas Cancer Plan* is printed and being mailed along with Texas Cancer Facts & Figures. The Board approved funding for printing 5,000 additional hard copies, and it is also available in CD format and posted on the web site. An accompanying brochure is completed as a mailer and is a condensed description. Members were asked to distribute the *Texas Cancer Plan*. The staff is working on a presentation for use in communities that all members can use.

Sandra has personally delivered a copy of the *Texas Cancer Plan* to every member of the House and Senate.

Members should have received at least one copy of the updated *Plan*. Additional copies of the *Plan* were offered to the Coalition members as hard copy or CD.

Sandra also reported that the TCC is moving and must be relocated by October, probably to the north side of the Capital. They have been told that meeting space is available within their destination building.

**Advocacy Work Group** – Sandra Balderrama reported that activities have slowed down dramatically as Senate and House bills of concern have been presented. The TCC budget was recommended in both versions of the bill. The funding will come from the Insurance Department's Emergency Fund for the next biennium. Two vacant FTEs remained in the budget.

Reporting for Dr. Huang (Co-chair of Advocacy), Juanita noted that the group met with Kelly Hedrick. On the Senate side, \$30 million of the tobacco tax has been designated to go to tobacco prevention and advocacy.

Members discussed the legislative funding process and the need for cancer control funding. Dr. Philips proposed meeting with the Legislative Research Group to seek a place on the agenda of the Legislative issues meetings that occur each summer. Deborah Vollmer Dahlke proposed to provide cancer screening for members at the same time. Dr. Foxhall described a new advocacy initiative, the ACS Cancer Action Network, a 501(c)4 membership organization.

**Meadows Grant/Demonstration Project** - Jane Osmond reminded the group that one of the priority strategies developed at strategic planning was a demonstration project but it was designated low priority. Since then, Lance Armstrong Foundation has agreed to apply for a grant with TCC to Meadows Foundation for a project. DSHS is also collaborating. With one site funded by DSHS/CDC and 2-to-3 by Meadows and TCC, 4 communities could become demonstration projects. The CDC funding is for two years. LAF money from Meadows would provide seed money for programs. The goal is to help local

coalitions implement cancer control activities focused on survivorship. The site coordinator funded by CDC would have to focus on colorectal cancer survivorship. Jane requested a Coalition work group to develop qualifications for site coordinators and other details, so that the Coalition is a partner in the demonstration project. The program is set to start in May if funded.

**Conference** – Jane reported that this low priority goal from strategic planning also has an opportunity to move forward. TCC has submitted a letter of intent to apply to the CDC for conference funding. TCC will request \$100,000, asking for series of regional conferences, every year for five years. The focus would be on the Tool Kit and development of skills necessary for cancer control planning. Jane asked for volunteers for a conference work group to help with the application and conference details.

**Bylaws** - Dr. Foxhall reported that the group met by phone (and in person) to begin the bylaws drafting process.

### **VOLUNTEER HOURS REPORTING**

Members asked for clarification about reporting volunteer hours for Coalition work, and what sources of funding should be considered when counting volunteer hours. Juanita Salinas encouraged members to report all hours. Juanita, Heather Becker, Jane Osmond and Susan will develop a form for volunteer hours reporting purposes and distribute.

### **LUNCH**

**PROCESS FOR ELECTION OF VICE CHAIR** – Dr. Foxhall asked for volunteers to help with the Nominations Committee and also for Vice Chair nominees. Nominees should be sent to Susan. The Executive Committee and volunteers will meet prior to the May meeting to determine a process and a nominee.

### **ROLE OF GOAL SUBCOMMITTEES**

The members discussed the role of goal subcommittees.

Comments included:

- A disparities subcommittee should be designated to focus on this issue.
- It is helpful to make time during the meeting day for subcommittees to meet.
- The August retreat could focus on subcommittees allowing the groups to meet in person and then meet via conference call subsequently. Later meetings might require less time.
- The Goal Subcommittees could benefit from including more than the Steering Committee members.
- The logistics have to be sorted out for including non-Steering Committee members.
- If someone is going to join a Subcommittee, they should be part of the general membership.

Framework of each subcommittee:

- Identify priority issues within that scope of the Plan.
- Develop direction based on those priorities
- Abbreviated reports
- Progress should be understandable

Comments included:

- Heather and Susan will develop a guide for subcommittees to consider when conducting business.
- Present the format at the next meeting.
- The first part of the meeting could address priority issues. The second question could be identification of cross-cutting issues. Thus divided into parts 1 and 2 of the day, this could jumpstart a new disparities group or each group could say they want a disparities person in each group.
- May 20 next meeting: present format and carve out 15 minutes for subcommittees to meet briefly.
- Think through logistics. If we had a disparities group, that is six groups that have to meet.

- Keep disparities in all committees.
- Disparities was specifically addressed as a cross-cutting issue in the *Plan* update. Members should see if it is addressed sufficiently and actively before forming an additional subcommittee
- Disparities should be special group.
- Make disparities measurable within other goals.
- Each committee might make disparities a priority within each group.
- Suggest that each committee specifically address disparities.
- Perhaps look at disparities through evaluation, then decide if focus on disparities is successful enough.

## **GOVERNANCE**

The group began a discussion of the draft bylaws developed by the Bylaws Committee which included some edits and input from members provided previously via e-mail.

Comments included:

- Some language is pejorative and punitive. Limiting membership doesn't seem good. I would think we would be more interested in promoting active participation than kicking people out. Be more inclusive. "One duty is to serve on the Executive committee". There is no logic to limiting membership. When you look at this, it seems that we're lacking a certain expression of vision and purpose that dictate mission that dictate form and function. It should flow better.
- The size of the steering committee has to be limited.
- Limiting is contrary to the spirit of the organization.
- Bylaws need to be friendly and have to be lived by.
- Quorum should be those present and voting.
- It should go back to a bylaws committee.
- While the group must have bylaws, there is not a particular form which they must follow.

The group decided to table the bylaws discussion. The rewrite committee will include Jane Osmond, Lewis Foxhall, Juanita Salinas, Billy Philips, and Don Spencer.

Dr. Foxhall summarized that the Coalition must have bylaws, and a small group will convene to rewrite the document.

**RESOURCES INVENTORY** – Jane reported on the Texas Cancer Prevention and Control Resources Inventory. Members will be asked to update existing info for a repository of cancer prevention and control statewide inventory. Any known program will be asked to complete. By end of fiscal year, on web site of TCDC, people should be able to search for programs in Texas. After populating with coalition programs, will expand to include any and all programs to populate it.

Comments:

- Redistribute existing format to membership. Define program and organization. Interest is focused on cancer control program details not size of organization.
- Is this a regularly maintained? Yes. Updates only after first submission.
- Make place for feedback info about what people need that they're not getting from inventory or other places. Add a place for user feedback, even if just an e-mail link. At search engine page, if no response is found, ask user what they couldn't find.
- This should lead to a picture of gaps in services that can be referred to committees. Search engines can do a frequency of word searches.
- Look at other cancer sites to see what words people most frequently use.
- Document usage.
- Think at the macro level at this point. Response will not be 100%. User issues may need to come later.
- Has there been any attempt to see how end user will use this? Help pick terms for search engine, etc.

- Are there criteria /process for screening unsuitable programs?
- Add disclaimer-stating programs will be reviewed before inclusion.

LINKAGE LETTERS Report – Susan reported that 4 of a potential 23 linkage letters had been received. The final compilation will be included in the final report evaluation report due to the CDC at the end of June.

COALITION BROCHURE - Members received copies of the Advocacy brochure.

REORDER OF CULTURAL COMPETENCY GUIDE – The group discussed pooling financial resources to pay for an additional printing of the Cultural Competency Guide In Cancer Care. Several members offered to contribute to printing costs. Susan will gather information from members via e-mail to develop a picture of need and funding options.

KT distributed a marketing brochure for C Tools.

The meeting was adjourned at 2:30.