

**MINUTES**  
**Oversight Committee Quarterly Board Meeting**  
**Cancer Prevention and Research Institute of Texas**  
**William P. Clements, Jr. Bldg., Room 103**  
**300 W. 15<sup>th</sup> St., Austin, TX**  
**June 19, 2009**  
**1:00 p.m.**

James Mansour, Chairman, announced a quorum and called the meeting of the Cancer Prevention and Research Institute of Texas (Institute) to order at 1:00 p.m.

**Members Present**

James Mansour, Chairman  
Dr. Malcolm Gillis, Vice Chairman  
Dee Kelly, Secretary  
Cindy Brinker Simmons, Member  
Dr. Joseph Bailes, Member  
The Honorable Susan Combs, Member  
Lionel Sosa, Member  
Charles Tate, Member  
Jay Dyer (Designee for the Attorney General)

**Members Absent**

Scott Sanders, Member  
The Honorable Faith Johnson, Member

**Legal Counsel**

Barbara Dean

**Staff Present**

William "Bill" Gimson, Executive Director  
Heidi McConnell, Chief Operations Officer  
Dr. Alfred Gilman, Chief Scientific Officer  
Therry Simien, Information Technology Officer  
Sandra Balderrama, Senior Advisor to the Executive Director  
Jo Ann Eckert, Director of Scientific Review  
Lisa Nelson, Operations Manager  
Michelle Frerich, Program Manager  
Marcie Moerbe, Program Specialist  
Michelle Huddleston, Accountant  
Yvette Jimenez, Administrative Assistant

Chairman Mansour stated that Scott Sanders had requested an excused absence due to a scheduling conflict. ***Dr. Bailes moved to grant Mr. Sanders an excused absence from the June 19, 2009 CPRIT quarterly meeting. Dr. Gillis seconded. None opposed. Motion carried.***

**Member Activities**

Chairman Mansour announced that Mr. Kelly has resigned from the Oversight Committee and thanked him for his dedication and hard work. Mr. Kelly was presented with the first

**Champions Award** from the Cancer Prevention and Research Institute of Texas Foundation (hereinafter referred to as the Foundation).

## **Minutes**

***The Honorable Susan Combs moved to adopt the minutes of the February 20, 2009 CPRIT quarterly meeting. Dr. Bailes seconded. None opposed. Motion carried.***

## **Executive Committee Report**

- Creation of CPRIT Foundation  
Chairman Mansour announced the approval of the Foundation by the executive committee at the last quarterly oversight meeting. The Foundation will serve as a 501C3 organization whose public purpose will be to facilitate and advance the statutory goals of the Institute. Funds from the Foundation may be used to supplement the salaries of the executive director, the chief scientific officer and other high level staff through donations.

***A motion was made by Cindy Brinker Simons to ratify the decision of the Executive Committee to create the Foundation and adopt the statement of public purpose. Dr. Gillis seconded. None opposed. Motion carried.***

- Committee Vacancies  
Chairman Mansour announced that the resignation of Mr. Kelly leaves a vacancy in membership as well as the position of secretary on the Executive Committee. Chairman Mansour announced that he has appointed Mr. Charles Tate to fill that vacancy.

Chairman Mansour also announced that the Executive Committee had earlier voted to elect Cindy Brinker Simmons as secretary of the Executive Committee.

## **Report from the Executive Director**

- Legislative Matters
- Mr. Gimson stated some of the progress CPRIT has made in the last 2.5 months:
  - Hiring of executive director March 30<sup>th</sup>
  - Listen and learn sessions with more than 50 key stakeholders
  - Hiring of Chief Scientific Officer – Dr. Gilman
  - Successfully held the first scientific and prevention advisory council meeting on April 30<sup>th</sup>
  - SPAC recommendations are on target for July 1<sup>st</sup>
  - Selected Chief Prevention Officer tentatively
  - Received 75% of the funding from the Texas legislature
  - HB 1358 passed
  - Introduce the Institute to C-Change in Washington D.C. on May 18th
  - Announced 8 additional key staff positions
  - Exploring options to collaborate with the Texas Cancer Registry

- Held first webinar on June 15<sup>th</sup>

### **Grants Management RFP**

Mr. Gimson related that a RFP had been issued for the services of grants management for the Institute. There were 5 respondents. After a thorough review process, it is believed that there is one strong candidate and negotiations are underway. Mr. Gimson explained the necessity of being able to enter into a contract prior to the next oversight committee meeting due to the need to get RFPs posted and remain on schedule for our proposed funding cycles.

***A motion was made by Dr. Gillis to authorize the Executive Director to enter into a contract with the prevailing candidate from the published RFP process for grants management. Dr. Bailes seconded. None opposed. Motion carried.***

### **Report on Webinar**

Dr. Gilman gave a PowerPoint presentation of the information he presented during the webinar on Monday, June 15<sup>th</sup>. Mr. Gimson stated that 85% of the 111 people attending the webinar stayed on for the entire time.

### **Peer Review Report**

- Request to Appoint members  
***Mr. Kelly moved to authorize the Executive Director to appoint individuals working with the Chief Scientific Officer to the Scientific Research and Prevention Programs Committees subject to ratification by the Oversight Committee at the next board meeting. Honorable Combs seconded. None opposed. Motion carried.***

### **Executive Director Delegation Authority**

***Mr. Sosa moved to authorize the position of the Executive Director to delegate or revoke payment approval authority as needed for the Cancer Prevention and Research Institute of Texas. Dr. Gillis seconded. None opposed. Motion carried.***

### **Bond Finance**

- Request to issue bonds  
***Dr. Bailes moved to adopt a resolution authorizing request for financing and the execution and delivery of documents required to effect such financing for a \$450 million commercial paper program, and delegate authority to the executive director to negotiate, date, sign, and otherwise execute a memorandum of understanding between the Texas Public Finance Authority and CPRIT and any other documents which are necessary to effect the issuance of the obligations and provide funds for the program and to ratify and confirm all actions to date. Ms. Brinker Simmons seconded. None opposed. Motion carried.***

## **Rules for 25 Texas Administrative Code Ch. 702, related to Ethics & Conflicts of Interest**

- Adoption of Rule Repeal  
***Mr. Tate moved to adopt the repeal of 702.1 to 702.4 without changes as published in the March 20, 2009 issue of the Texas Register in the “Rules Proposed” section of the Texas Register, in accordance with the requirements of the Administrative Procedure Act, Texas Government Code, Chapter 2001. Mr. Sosa seconded. None opposed. Motion carried.***
- Adoption of Proposed Rules  
***Dr. Bailes moved to adopt the proposed new rules of Chapter 702 without changes as published in the March 20, 2009 issue of the Texas Register in the “Rules Proposed” section of the Texas Register in accordance with the requirements of the Administrative Procedure Act, Texas Government Code Annotated, Chapter 2001. Ms. Brinker Simmons seconded. None opposed. Motion carried.***

## **Nominations Committee report from Dr. Bailes**

- Candidates for consideration to the Scientific and Prevention Advisory Council (SPAC)

The following individuals were presented as recommendations for membership to the SPAC by Dr. Bailes:

- Dr. Raul Portillo
- Dr. Brett Giroir
- Stephen Safe

***Ms. Brinker Simmons moved to approve the individuals presented today to the Oversight Committee for membership on the SPAC. Dr. Gillis seconded. None opposed. Motion carried.***

- Request to increase the Scientific and Prevention Advisory Council membership

Dr. Bailes asked the oversight committee to increase the number of allowable members of SPAC from 20 to 25 members. He stated that he did not have any intentions of the nominations committee making recommendations to fill them right away but it would allow them to begin the process without having to come back before the board should the need arise.

***Ms. Brinker Simmons moved to increase the number of members in the SPAC from 20 to 25 members. Dr. Gillis seconded. None opposed. Motion carried.***

- Advisory Council on Childhood Cancer  
Senate Bill 1 mandated the creation of *Childhood Cancer Advsiory Committee*.

***Ms. Brinker Simmons moved for the nominations committee to begin the process of soliciting up to 7 candidates and making a recommendation to the oversight committee at its next meeting. Honorable Combs seconded. None opposed. Motion carried.***

### **Economic Development and Commercialization Committee report from Mr. Charles Tate**

The Economic Development & Commercialization Subcommittee has been working over the last 6 months to develop a set of recommendations to the Oversight Committee regarding what the commercial activities of CPRIT should constitute as well as how the Institute should administrate and execute on these activities. Copies of his report were given to committee members.

### **Scientific and Prevention Advisory Council Report from Dr. Nemunaitis**

Dr. Nemunaitis joined the meeting by speaker phone to give an interim report on SPAC activities. A written copy had been distributed prior to the meeting.

A meeting was held on April 30, 2009. At the meeting 6 workgroups were created for the following areas and each member was asked to volunteer for at least one. The workgroups are:

1. Recommended areas of priority
2. Specific areas of research need
3. Plan for drug and IP development
4. Recommendations for out -of-state grant reviewers involving clinical, educational, drug development, preventive, pediatric, basic science, nursing, and patient advocate experience
5. Identification of web-based education programs and critical symposia or consensus
6. Preventive committee

Each workgroup is chaired by a member of the SPAC.

Dr. Nemunaitis stated that a final report would be due to CPRIT by July 1<sup>st</sup>.

### **Budget and Performance**

Heidi McConnell gave reports on the FY 2009 Performance Measure Report, Second Quarter Summary and the FY 2009 Expenditure Report.

### **Program Items**

- Ovarian Cancer funding from Department of State Health Services  
***Ms. Brinker Simmons moved to authorize CPRIT to contract with DSHS for an amount up to \$32,181 and subcontract with the Physician Oncology Education Program and the Nurse Oncology Education Program to carry out activities stated in the contract.***

- Funding for Tools for Texans Conference  
***Honorable Combs moved to authorize the Cancer Prevention and Research Institute of Texas to contract with CDC for an amount up to \$50,000 for a FY2010 conference.***
- Updates  
The contract for the Cancer Nutrition Network has been reassigned from the University of Texas Medical Branch at Galveston to the Texas Tech University Health Sciences Center in Lubbock. Dr. Billy Philips, who has been the project director for the Cancer Nutrition Network for many years accepted the leadership position of Vice President and Director at F. Marie Hall Institute of Rural and Community Health at TTUHSC in April and was granted permission by UTMB to relocate the project so it may continue under his direction.

**Presentation from Dr. Kent Osborne of Baylor College of Medicine**

Dr. Osborne from Baylor College of Medicine shared a presentation entitled, "Economic Development and Commercialization Subcommittee".

**Future meeting dates and agenda items**

The next meeting date for the Oversight Committee and Executive Committee is August 14, 2009.

Executive Committee meetings will begin at 10:00 a.m. and the Oversight Committee meeting will begin at 1:00 p.m.

**Public Comment**

There was no public comment.

There being no further business, ***Dr. Bailes motioned to adjourn . Ms. Brinker Simmons seconded. None opposed. Motion carried.*** The meeting was adjourned at 4:02 p.m.

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Signature

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Date