



NORTH DAKOTA TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES - FINAL

1:00 p.m. to 3:00 p.m., Wednesday, January 20, 2016

North Dakota Center for Tobacco Prevention and Control Policy – Offices, 4023 State Street, Bismarck, ND

PARTICIPANTS: Executive Committee members: Dr. Beth Hughes, Dr. Eric Johnson, Mr. Jay Taylor.

CTPCP Executive Director: Ms. Jeanne Prom, **CTPCP Administrative Assistant:** Ms. Kory Hagler.

<u>AGENDA ITEMS</u>	<u>DISCUSSION & DOCUMENTS</u>	<u>POSSIBLE OUTCOME/ACTION</u>
Call to Order Determination of Quorum		Chair Dr. Beth Hughes called the meeting to order at 1:12 p.m. Dr. Hughes took roll, and determined all members and a quorum were present.
Adoption of Agenda		Dr. Eric Johnson moved to adopt the agenda as presented. Mr. Jay Taylor seconded. Motion carried.
Approval of Minutes from December 2, 2015 Meeting	No changes needed.	Mr. Taylor moved to approve the minutes as distributed from the December 2, 2015 meeting. Dr. Johnson seconded. Motion carried.
Old Business		
None	None	No old business noted.

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New Business		
Evaluation Request for Proposals (RFP)	<p>In response to RFP #305.16.001, Washington University in St. Louis (WUSTL) and five other applicants submitted proposals to evaluate the comprehensive program. The proposal review committee of Dr. Hughes, Evaluation Programs Manager Mr. Larry Shireley, Mr. Clint Boots -- N.D. Department of Health, and Ms. Javayne Oyloe – Upper Missouri District Health Unit read, reviewed and scored all proposals. Cost proposals were scored independently by Ms. Samantha Doll, Business Manager, according to procurement rules. Based on scoring, the review committee recommended the Executive Committee award the contract to WUSTL for total costs (personnel, subcontractor, travel/lodging/meals, and operating) of \$899,142 for 24 months. The contract can be extended by two two-year terms for a contract total of six years. A proposed start date of February 1, 2016 is the goal.</p>	<p>Mr. Taylor moved to accept the proposal from Washington University in St. Louis to conduct comprehensive program evaluation for \$899,142 for 24 months from the date the contract is signed, with an option for two two-year extensions, as outlined in RFP #305.16.001. Dr. Johnson seconded. Roll call vote: Dr. Hughes-aye; Dr. Johnson-aye; Mr. Taylor-aye. Motion carried.</p>

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Amendments to Grants	Executive Director Ms. Jeanne Prom presented a request from Kelli Ulberg, Community Programs Manager, to approve additional funds for local policy grants to Cavalier County Health District -- \$2,604.50; First District Health Unit -- \$11,180; Pembina County Health Department -- \$2,316; Rolette County Public Health District -- \$1,688.12 and Upper Missouri District Health Unit -- \$2,250. The amendments cover professional development for Clearing the Air, Reduce Tobacco Use, and Spit Tobacco conferences, all in April 2016.	Dr. Hughes moved to approve the amendments to the following local policy grants on the date of signed amendments: Cavalier County Health District -- \$2,604.50; First District Health Unit -- \$11,180; Pembina County Health Department -- \$2,316; Rolette County Public Health District -- \$1,688.12 and Upper Missouri District Health Unit -- \$2,250. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.
Capitol Avenue Lease	Ms. Prom reviewed the memo and lease agreement with KSSLSS, LLP for proposed new office space located at 1680 East Capitol Avenue, Bismarck. Our current location lease is \$12 per square foot and the potential location would start at \$15 per square foot. Possible move in date is July 2016, with an option to remain in the present State Street location. However, there are ongoing problems of heating, water seeping in to some offices and general site maintenance with the current State Street space.	Dr. Hughes moved to approve the lease with KSSLSS, LLP at \$15 per square foot for 3,780 square feet at 1680 East Capitol Avenue, Bismarck, through June 30, 2017, and directed Ms. Prom to finalize the lease language with the Assistant Attorney General and secure the space if desired. Dr. Johnson seconded. Discussion: The draft lease attachment outlining construction details is being reviewed by our Assistant Attorney General. Once that review is completed, the lease and attachment will be reviewed by the landlord for approval. The draft lease includes an option to renew for two years (July 1, 2017 through June 30, 2019) at \$15.61 per square foot. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.

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Hankinson Lease	Ms. Prom reviewed the lease agreement for the Hankinson office space used by Ms. Jen Mauch, Field Coordinator. Rent is \$250 per month, or \$15.31 per square foot for 196 square feet.	Dr. Johnson moved to approve the lease with Southeast Development Inc. at the Lies & Bullis Building, 327 Main Avenue, Hankinson, North Dakota, for \$250 per month, to take effect beginning January 1, 2016. Mr. Taylor seconded. Discussion: The lease includes a two-year renewal option at \$15.80 per square foot for FY2018 and \$16.24 per square foot for FY 2019. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.
Equity Increases	<p>Ms. Prom reviewed the handout with recommended equity increases. Ms. Prom reviewed the process that she and Ms. Doll used to research salaries internally and in other state agencies, comparing personnel with similar experience and the same or similar grades; the direction from Human Resources Management Services at the Office of Management and Budget, and her recommendation based on both internal and external research, and the direction from the Executive Committee to compensate at least at the market policy point of the current ranges from Human Resource Management Services at Office of Management and Budget, beginning January 1, 2016.</p> <p>Internally, personnel with the same grades will be paid equitably at the base, with an additional .25 percent for each year of service at this agency. The monthly base for the following will be: Health/Human Services Program Administrator IV -- \$7,362; Account/Budget Specialist III -- \$6,659; HHSPA II -- \$5,047; Administrative Officer I -- \$4,183. Final equity adjustments will include .25% for each year employed at the agency. The base salary is</p>	Dr. Johnson moved to approve the equity increases effective January 1, 2016 as discussed: base salary at Office of Management and Budget market policy point of classification or one level above for additional duties, plus .25% for each year of service with the agency, and comparable levels for non-classified and temporary staff. Additional consideration in hourly rate for temporary staff to reflect limited benefits available to temporary employees. Mr. Taylor seconded. Discussion: The Executive Committee noted that equity adjustments are not merit increases, but intended to align salaries more closely with the Office of Management and Budget salary levels and salaries of comparable positions in other agencies, and to eliminate salary compression issues. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.

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	<p>determined by the market policy point for each classification or the next higher classification in cases where additional duties beyond the classification are reflected in the job descriptions.</p> <p>Comparable equity increases for non-classified employees, including temporary employees, were also presented. While the executive director position is not classified, the salary compares to around a grade of Q and with other similar positions. The temporary administrative assistant was compared to grade H and the temporary health communications coordinator was compared to a grade L based on job duties and hours worked per week, and considering temporary positions receive no or few benefits.</p>	
Odney Contract	<p>Ms. Prom presented a request for an amendment to the contract with Odney from Ms. Donna Thronson, Health Communications Manager. The request is for an additional \$1.2 million for work through the contract's final year. A new RFP will be issued around September 2016 with a new contract in place about January 2017.</p>	<p>Dr. Hughes moved to approve the Odney Contract PSA11-07 Amendment A dated January 19, 2016, adding \$1.2 million through December 31, 2016. Mr. Taylor seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.</p>
BreatheND Website	<p>Ms. Prom reviewed a spreadsheet prepared by Ms. Susan Simonson, Health Communications Coordinator, with data compiled from <i>Google Analytics</i> on visitors to the BreatheND website. The analysis quantifies visitors, web traffic source (how visitors find our website), visits by device category (desktops, tablets, mobile) and campaigns (digital and Facebook). The website was updated in January 2015, 11 digital campaigns ran in 2015 compared to 7 in 2014, and website traffic increased by 56% from 2014 to 2015. The analysis also shows that we need to improve the how organic searches lead to our website.</p>	<p>All members thought the data was helpful. Ms. Prom noted that digital media is a best practice and it is important that we evaluate its impact.</p>

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	Dr. Johnson inquired about advertising from border states and effect on website traffic, and if it was possible to identify how specific events or issues increase traffic. Ms. Prom noted that when digital campaigns contain direct links to specific areas on the website, traffic increases significantly. Traffic does not increase substantially from television and radio ads, because these are not platforms with direct links to the web.	
Behavioral Health Position	Ms. Prom updated the committee on the grant with American Lung Association (ALA). ALA will be filling a staff position to work on tobacco prevention and cessation policy with behavioral health providers.	
Fiscal–November and December 2015 Reports Biennial Budget Comparisons	Ms. Prom reviewed the November and December 2015 fiscal reports. Dr. Hughes questioned why insurance increased significantly and Ms. Prom explained that it had to do with the number of employees, which includes all temporary employees and committee members. We are now fully staffed so the insurance is higher than in previous years. The committee also reviewed budget and spending pattern comparisons with the previous biennium, and the amount encumbered this biennium.	Dr. Hughes moved to approve the November and December 2015 fiscal reports as presented. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor –aye; Dr. Hughes – aye. Motion carried.
Investments	Ms. Prom reviewed October and November 2015 financial statements from the State Investment Board Report, explaining the trust fund investments.	
Other	Dr. Eric Johnson commented that there was an initial lack of clarity between two of our special initiative grantees on their work. However, the grantees were able to work out details for a successful joint presentation once they realized the need for more communication. Dr. Johnson noted that clear communication is important for efficiency.	

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Other Business		
Future Meetings		The next Executive Committee meeting is 1-3 p.m., Wednesday, March 9, 2016 at the Center or by phone.
Remuneration		Committee members should print the FY2016 remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Johnson moved the meeting be adjourned. Mr. Taylor seconded. Chair Dr. Hughes adjourned the meeting at 2:41 p.m.