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

1:00 p.m. to 3:00 p.m., Wednesday, October 7, 2015

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. **Executive Director:** Ms. Jeanne Prom.

<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 1:03 p.m. Executive Director Ms. Jeanne Prom took roll, and determined all members and a quorum were present.
Adoption of agenda		Mr. Jay Taylor moved to adopt the agenda as presented. Dr. Eric Johnson seconded. Motion carried.
Approval of minutes from August 12, 2015 meeting	.	Dr. Johnson moved to approve the minutes as distributed for the August 12, 2015 meeting. Mr. Taylor seconded. Motion carried.
Old business		
Guidelines for Operations for Executive, Advisory Committees (bylaws)	Ms. Prom reviewed and the Executive Committee discussed the Executive Committee and Advisory Committee guidelines drafts and recommended changes.	Dr. Hughes moved that the Executive Committee approve: 1) the changes to the Executive Committee Guidelines for Operations; 2) Executive Committee Guidelines as changed; and 3) the changes to the Advisory Committee Guidelines for Operations; and to recommend the Advisory Committee approve the Advisory Committee Guidelines for Operations as changed by the Executive Committee. Dr. Johnson seconded.

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		<p>Discussion: The Advisory Committee will meet and discuss the guidelines at their October 15, 2015 meeting. Roll call vote: Dr. Johnson – aye; Mr. Taylor – aye; Dr. Hughes – aye. Motion carried.</p>
<p>New business</p>		
<p>Fiscal–July and August 2015 reports, biennial budget comparison</p>	<p>Ms. Prom explained the July and August 2015 fiscal reports, including reports comparing the 2013-15 budget and expenditures to the 2015-17 budget.</p>	<p>Mr. Taylor moved to approve the July and August 2015 fiscal reports as presented. Dr. Johnson seconded. Discussion: The Executive Committee instructed Ms. Prom to thank accountant Mr. Rob Yost for creating the additional detailed fiscal reports. Roll call vote: Dr. Johnson – aye; Mr. Taylor – aye; Dr. Hughes – aye. Motion carried.</p>
<p>Center update and approvals</p>	<p>Ms. Prom provided a status report on the: lease for office space, investing, staffing, health communications, local policy grants, and Advisory Committee member Ms. Hannah Rexine, who provided a keynote presentation at the Bismarck Tobacco Prevention Youth Summit October 7, 2015.</p>	<p>The agency is currently in a month-to-month lease in its current office space and is investigating options to continue in current space with or without expansion, or to change locations.</p> <p>All paperwork is completed and the State Investment Board is now investing the bulk of our Tobacco Prevention and Control Trust Fund, as of October 1, 2015. Mr. Yost transferred \$47,300,000 of Tobacco Prevention and Control Trust Funds into our investment account, leaving \$1,503,718 in our operating fund. Mr. Yost will transfer funds from the investment to operating funds as needed.</p>

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		<p>Ms. Barbara Andrist received a \$25 gift certificate for three years of state service, as per State Administrative Rules. This includes allowable combined service as a temporary and permanent employee.</p> <p>Ms. Susan Simonson successfully completed her six-month probationary period on September 23, 2015. Her supervisor, Ms. Donna Thronson, recommended Ms. Simonson receive a 5 percent probationary increase to \$35.70/hour, as detailed in Ms. Simonson's offer letter. Dr. Hughes moved to approve the 5 percent probationary wage increase to \$35.70/hour for Ms. Susan Simonson, effective September 23, 2015 as detailed in the offer letter. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor – aye; Dr. Hughes – aye. Motion carried.</p> <p>Dr. Hughes moved to approve the extension of the e-cigarette law public education campaign through a new medium of screens above ATM machines as outlined in the I (“eye”) Level Digital proposal: \$19,980 for 135 screens in select cities statewide, November 2015 through February 2016. Mr. Taylor seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor – aye; Dr. Hughes – aye. Motion carried.</p>
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		<p>The Executive Committee reviewed the final versions of two new broadcast ads promoting smoke-free multi-unit housing. Mr. Taylor moved to approve the two new smoke-free multi-unit housing ads as presented. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor – aye; Dr. Hughes – aye. Motion carried.</p> <p>The Executive Committee reviewed four requests from local public health units for additional local policy grant funds. Dr. Hughes moved to approve the additional funding requests: Bismarck Burleigh Public Health -- \$4,254.40; City-County Health District -- \$50,901.81; Lake Region District Health Unit - - \$2,350.76; and \$812.00 – Wells County District Health Unit. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Mr. Taylor – aye; Dr. Hughes – aye. Motion carried.</p> <p>The Executive Committee expressed appreciation for Ms. Hannah Rexine’s state and local policy advocacy, most recently exhibited by her presentation at the Bismarck Tobacco Free Youth Summit.</p>
Other business		
Next meetings		The next Executive Committee meeting is 1-3 p.m., Wednesday, December 2, 2015 at the Center or by phone.

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Remuneration		Committee members should print the FY2016 remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Hughes moved to adjourn the meeting. Mr. Taylor seconded. Chair Dr. Hughes adjourned the meeting at 2:42 p.m.