



ND TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 12:00 p.m., Monday, November 25, 2013
 ND Center for Tobacco Prevention and Control Policy – Offices, 4023 State Street, Bismarck, ND

PARTICIPANTS: Executive Committee members: Dr. Beth Hughes and Dr. Eric Johnson. **Executive Committee member not present:** Dr. Kermit Lidstrom. **Executive Director:** Ms. Jeanne Prom.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum	The Advisory Committee selected Dr. Eric Johnson to fill the Executive Committee position vacancy created when Ms. Theresa Will's term ended.	The Executive Committee called the meeting to order at 10:18 a.m. with two members and a quorum present.
Adoption of agenda		Dr. Beth Hughes moved to approve the agenda as distributed. Dr. Eric Johnson seconded. Motion carried.
Approval of minutes from August 15, 2013 meeting		Dr. Hughes moved to approve the August 15, 2013 minutes as distributed. Dr. Johnson seconded. Motion carried.
Unfinished business		
Biennial independent evaluation report	Ms. Prom, Ms. Theresa Will (Executive Committee chair during the last biennium) and Advisory Committee Chair Nathan Marion will meet with the governor's staff on the 2011-2013 independent evaluation.	
New business		
Chair position	The chair of the Executive Committee is vacant, as Ms. Theresa Will's term ended.	Dr. Johnson nominated Dr. Hughes to serve as chair of the Executive Committee. Dr. Hughes

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Monday, November 25, 2013

		seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried. Dr. Hughes accepted the position as chair.
FY 2014 mini grants	The process for approving the local policy grant additional mini grants was discussed.	Dr. Hughes moved that Ms. Jeanne Prom will sign the local policy grant mini grants for the agency. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.
July, August, September, and October 2013 fiscal reports	The Executive Committee reviewed the reports.	Dr. Hughes moved to accept and approve the July, August, September, and October 2013 fiscal reports. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.
Interim study	At the October 30, 2013 interim Health Services Committee meeting, the Center provided data on tobacco use and costs, including numbers, not just percentages, of tobacco users by all races and American Indian.	Dr. Johnson noted that the financial impact on tobacco use on chronic disease is important information to share with the committee.
HR update	The North Dakota Office of Management (OMB) and Budget Human Resource Management Services approved the reclassification request for the Local Programs Manager position. The position is now a Health/Human Service Program Administrator (HSPA) IV.	Dr. Hughes moved to adjust the salary for Local Programs Manager Ms. Kelli Ulberg according to OMB’s allowable adjustments within the higher classification salary range. This is five percent above the minimum of the salary range for HSPA IV and will take effect July 1, 2013. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.
Other business		
Next Executive Committee meetings –	The committee discussed that they have delegated all day-to-day management	The committee cancelled the December 19, 2013 Executive Committee meeting and will set

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Monday, November 25, 2013

2013, 2014	decisions at the Center, including hiring, to Executive Director Ms. Jeanne Prom, and meeting every other month is beneficial for oversight.	the 2014 meeting schedule for every other month.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Hughes adjourned the meeting at 11:31 a.m.