



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

1:00 p.m. to 3:00 p.m., Thursday, March 13, 2014

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

PARTICIPANTS: Executive Committee members: Dr. Beth Hughes, Dr. Eric Johnson and Ms. Holly Scott. **Executive Director:** Ms. Jeanne Prom. **Community Programs Manager:** Ms. Kelli Ulberg. **Accountant:** Ms. Tasha Gerding.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum	Note: The Advisory Committee at its February 13, 2014 meeting elected Ms. Holly Scott to serve on the Executive Committee in the position vacated by the death of EC member Dr. Kermit Lidstrom.	Executive Committee Chair Dr. Beth Hughes called the meeting to order at 1:00 p.m. with all members and a quorum present. Dr. Hughes introduced and welcomed new EC member Ms. Holly Scott.
Adoption of agenda		Ms. Scott moved to approve the agenda as distributed. Dr. Eric Johnson. Motion carried.
Approval of minutes from January 16, 2014 meeting		Dr. Johnson moved to approve the January 16, 2014 minutes as distributed. Dr. Hughes seconded. Motion carried.
Old business		
2014 meeting schedule		Ms. Scott stated that the 2014 Executive Committee meeting schedule as previously set works with her schedule. All committee members agreed that no future meeting times and dates needed to be changed at this time.
New business		

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<p>December 2013 and January 2014 fiscal reports</p>	<p>The Executive Committee reviewed the reports.</p>	<p>Dr. Johnson moved to accept and approve the December 2013 and January 2014 fiscal reports. Ms. Scott seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Ms. Scott – aye. Motion carried.</p>
<p>Evaluating the effectiveness of the state plan – Advisory Committee</p>	<p>Ms. Jeanne Prom read the following report from the February 13, 2014 Advisory Committee meeting: The Advisory Committee evaluated the effectiveness the updated state plan at its February 13, 2014 meeting. Ms. Prom presented the Advisory Committee report of this evaluation: The new state plan as updated in 2013 is effective and will be reviewed again this year to assure it is consistent with the new Centers for Disease Control and Prevention’s Best Practices for Comprehensive Tobacco Control Program 2014. <i>The Advisory Committee recommends that the Executive Committee accept this report that the Advisory Committee evaluated the effectiveness of the state plan, and through a thorough updating of the plan in summer 2013 by BreatheND staff, AC members, Department of Health, Tobacco Free North Dakota, American Cancer Society Cancer Action Network and American Lung Association, is assured that this plan is effective. To assure continued effectiveness, BreatheND Center staff will convene a work group to</i></p>	<p>Dr. Johnson moved to accept the report from the Advisory Committee from their February 13, 2014 evaluation of the effectiveness of the state plan. Ms. Scott seconded. Motion carried.</p>

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	<i>review the updated state plan and the new CDC Best Practices in 2014.</i>	
Interim study	Executive Director Ms. Jeanne Prom reported that the next interim Health Services Committee meeting is tentatively set for April 24, 2014.	
BreatheND Center update	<p>Ms. Prom reported on staffing progress, audit, local policy grant mini grants, new health communication ads, training April 30, local e-cig ordinances, and also reported that local policy grant funding formulas would not be changed for FY2015. The committee discussed comprehensive program issues.</p> <p>Ms. Kelli Ulberg and Ms. Tasha Gerding explained the proposal for FY2015 local policy and tobacco settlement state aid grants. To continue to comply with CDC Best Practices, the Center proposed for FY2015: increasing tobacco settlement state aid by \$421,975 with additional deliverables required; providing a total of \$851,591 for tobacco settlement state aid grants; providing up to an additional \$40,392 in tobacco settlement state aid; providing a total \$3,246,016 in local policy grants (\$2,760,002 plus \$486,014 for Public Education Task Force funding); and removing \$392,403 in cessation expenses</p>	<p>Ms. Scott moved to approve testing of the two new ads on secondhand smoke in multi-unit housing. Dr. Johnson seconded. Motion carried.</p> <p>Dr. Hughes will draft our position that states we need to follow the law in implementing the comprehensive program.</p> <p>Ms. Scott moved to approve the FY2015 tobacco settlement state aid and local policy grants funding as proposed. Dr. Johnson seconded. Discussion: The committee discussed the proposals. It was noted that FY2015 is the first fiscal year that 12 local public health units will not be receiving \$345,000 total in Center funds that they had been receiving since FY2011 Q4, and all of FY2012, FY2013, and FY2014. The Center used \$345,000/year in Center funding to replace funds previously provided by the department of health CDC grant. Roll call vote: Dr. Johnson – aye; Ms. Scott – aye; Dr. Hughes – aye. Motion carried.</p>

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	from the local policy grants. All amounts are estimates.	
Other business		
Next Executive Committee meetings		The Executive Committee will meet from 1 to 3 p.m., Thursdays, May 8, June 12 and July 10 at the BreatheND Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Breathe ND Center.
Adjourn		Ms. Scott moved to adjourn. Dr. Johnson seconded. Dr. Hughes adjourned the meeting at 3:21 p.m.