



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

1:00 p.m. to 3:00 p.m., Thursday, May 8, 2014

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

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum		Chair Dr. Beth Hughes called the meeting to order at 1:00 p.m. with a quorum present.
Adoption of agenda		Dr. Eric Johnson moved to approve the agenda as distributed. Dr. Hughes seconded. Motion carried.
Approval of minutes from the last meeting		Dr. Hughes moved to approve the minutes from the April 30, 2014 meeting as distributed. Dr. Johnson seconded. Motion carried.
Old business		
FY2014 mini grants	Executive Director Ms. Jeanne Prom reported that all FY 2014 local policy grant mini grants have been awarded, as reported at the last meeting, and that mini grants will be available in FY2015.	In FY 2014, the Center awarded a total of \$3,383,687.74 in local policy grants, which includes a total of \$183,775.92 awarded in 11 mini grants to 9 local public health units.
New business		
Fiscal reports – March 2014	Ms. Prom explained the reports, including a new document with additional information showing, for the first time, actual quarterly expenditures from the department of	Dr. Hughes moved to approve the March 2014 fiscal reports at distributed. Dr. Johnson seconded. Roll call vote: Dr. Johnson – aye; Dr. Hughes – aye. Motion carried.

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES – FINAL

Thursday, May 8, 2014

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	health. In the past 4 fiscal years, the department of health provided the budget, but not actual expenditures.	
Raise It For Health ND resolution	All State Plans have included an objective to raise the tobacco tax to \$2/pack, and the current State Plan work plan identifies the American Cancer Society Cancer Action Network and Tobacco Free North Dakota as leading the effort to support this tax. An initial step is having organizations sign resolutions of support. Ms. Prom talked with Mr. Jerod Tufte at the governor's office, and was told the Governor does not support tax increases.	Dr. Hughes moved that the North Dakota Tobacco Prevention and Control Executive Committee sign the Raise It For Health North Dakota resolution of support. Dr. Johnson seconded. Discussion: Dr. Johnson noted that the price of tobacco is proven to be very effective in reducing youth tobacco use; and that the argument that a tobacco tax is regressive is moot, because tobacco is not a product that is needed. Motion carried. The committee members signed the resolution and Center staff will forward to Tobacco Free North Dakota.
Center update	<p>Accountant Ms. Tasha Gerding resigned her position effective May 31, 2014, to accept a position at the Office of Management and Budget to work exclusively on Comprehensive Annual Financial Reports (CAFR).</p> <p>Ms. Prom reported on the following Executive Director and staff actions: <u>NRG contract</u> of \$460/month for desktop services starting April 1, 2014 through March 31, 2015, reviewed by Assistant Attorney General and signed by Ms. Prom.</p>	<p>Dr. Johnson moved to open the accountant position and use qualified temporary staff, including Ms. Gerding, as needed to provide accounting services until the position is filled. Discussion: The committee expressed their appreciation for Ms. Gerding's excellent work and their best wishes for Ms. Gerding at OMB. Dr. Hughes seconded. Motion carried.</p> <p>Dr. Hughes moved to acknowledge receipt and approval of all executed actions in contracts and programming. Dr. Johnson seconded. Motion carried.</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES – FINAL

Thursday, May 8, 2014

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	<p>Ms. Kelli Ulberg and Ms. Prom approved and signed <u>two Nexus work orders for PRS</u> (PRS is the department of health's online Program Reporting System also used by the Center's local policy grants.): existing work order NDDOH-MT-CH-01 was extended to June 30, 2015 and amended to provide \$7,750 to archive programs and brand by agency; the other is new work order ITD-2013-3 which provides \$13,000 from the Center to modify PRS with 7 upgrades. The department is paying two-thirds of the upgrade costs, or an additional \$26,000 above the Center share.</p> <p>Ms. Barbara Andrist and Ms. Prom approved and signed an amendment to the <u>Special Initiative Grant with American Nonsmokers' Rights Foundation</u>, reducing their contract by \$6,667 because work with local public health units with reservations in their service area is discontinued for the final 4 months of the grant, due to issues the department of health had with ANRF being from out-of-state. Ms. Andrist and Ms. Prom approved and signed an amendment to the <u>Special Initiative Grant with American Lung Association in North Dakota</u>, increasing their contract by \$4,000</p>	

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES – FINAL

Thursday, May 8, 2014

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	<p>to fund a keynote speaker on tobacco use and cessation with the mental health population at the Behavioral Mental Health Conference May 13, 2014 in Bismarck. This speaker is part of the ALA work plan to address tobacco dependence in mental health and addiction treatment programs.</p> <p><u>2013-2015 grant break-out totals</u> – This was approved at the March 13, 2014 Executive Committee meeting. Ms. Prom requested a motion to clarify the March 13, 2014 meeting minutes, to identify the grant amounts as estimates and to remove an incorrect amount.</p> <p>Ms. Donna Thronson and Ms. Prom approved the <u>FY 2015 Tobacco Prevention Public Relations and Public Education Strategy</u> (updated April 4, 2014), and Ms. Prom requested Executive Committee approval of the PR strategy.</p> <p>Ms. Prom provided Ms. Thronson’s <u>Health Communications Update from the April 30, 2014 sites’ training</u>, which included the FY</p>	<p>Dr. Hughes moved to change the March 13, 2014 meeting minutes, to add that all FY2015 local policy and tobacco settlement state aid grant amounts approved at the March 13, 2014 meeting were estimated amounts, and to strike the following from the March 13, 2014 meeting minutes: “...incentive funding based on client reach; increasing the local policy grants budget by \$409,141.” Dr. Johnson seconded. Motion carried.</p> <p>Dr. Hughes moved to approve the FY 2015 Public Relations Strategy as outlined in the FY 2015 Tobacco Prevention Public Relations and Public Education Strategy, and to approve the final versions of the two secondhand smoke and multi-unit housing ads, titled “Apartment” and “Binky,” based on strong message testing results. Dr. Johnson seconded. Motion carried.</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES – FINAL

Thursday, May 8, 2014

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
	<p>2014 media schedule. The Executive Committee approved this schedule a year ago, and Ms. Thronson provided this annual media schedule to the sites at all quarterly trainings and some monthly policy calls throughout FY2014. Multi-unit housing media was always on the schedule for spring 2014, and the July and October 2013 and January and April 2014 sites' trainings included instructional presentations on work with multi-unit housing. Monthly policy calls also included discussion on multi-unit housing work.</p>	
Other business		
Next meetings	<p>Executive Committee meetings originally were set for 1-3 p.m. on the following Thursdays: June 12 and July 10. Due to other commitments, the committee rescheduled the next two Executive Committee meetings. The next Advisory Committee meeting is 1-3 p.m., Thursday, May 15, 2014.</p>	<p>The Executive Committee will meet: 12-2 p.m. on the following Wednesdays: June 4 and July 2, 2014, at the Center.</p>
Remuneration		<p>Committee members should print the remuneration form from the website, complete and submit to the Center.</p>
Adjourn		<p>Dr. Hughes moved the meeting be adjourned. Dr. Johnson seconded. Dr. Hughes adjourned the meeting at 1:55 p.m.</p>