



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

12:30 p.m. to 1:30 p.m., Friday, January 11, 2013
 ND Center for Tobacco Prevention and Control Policy – Offices, 4023 State Street, Bismarck, ND

PARTICIPANTS: Executive Committee members: Ms. Theresa Will – chair, Dr. Beth Hughes, Dr. Kermit Lidstrom.
Executive Director: Ms. Jeanne Prom; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Accountant:** Ms. Tasha Gerding.
Public: Renae Byre (by phone).

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of quorum		Chair Ms. Theresa Will called the meeting to order at 12:50 p.m. with all members and a quorum present.
Adoption of agenda		Dr. Beth Hughes moved to approve the agenda as distributed. Dr. Kermit Lidstrom seconded. Motion carried.
Approval of minutes from December 19, 2012 meeting	Ms. Will noted two changes.	Ms. Will moved to approve the December 19, 2012 minutes with two changes as noted. Dr. Hughes seconded. Motion carried.
Unfinished business		
Memorandum of Understanding (MOU) on programming, and sustainability planning with DoH	Ms. Jeanne Prom reported that the MOU has been signed and sent to the Department of Health.	
2013 Executive Committee meeting schedule		The committee agreed on the draft schedule.
New business		

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Grants/contracts/requests for proposals (RFPs) – reprogramming requests – Kidder County, OTHER	Ms. Kelli Ulberg and Ms. Tasha Gerding explained the requests. The public member, Ms. Renae Byre, left the meeting at this time.	<p>Dr. Kermit Lidstrom moved to approve the reprogramming request from Kidder County collaborative for \$7,422.52. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Lidstrom moved to approve the reprogramming request from Bismarck Burleigh Public Health for \$8,000. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>The committee directed Center staff to clarify the request from First District Health Unit so the request can be acted on at the next meeting.</p>
Fiscal Reports – November 2012	Ms. Gerding explained the fiscal reports.	Dr. Lidstrom moved to approve the November 2012 fiscal reports as distributed. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Health communications update	Ms. Prom provided an update on the communications intern.	Dr. Lidstrom moved to approve \$3,083 in additional funding for the communications intern position, which reflects additional hours at the current hourly rate. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Other business		
Legislation	The Executive Committee reviewed the conflict of interest discussion that occurred during the January 10 Advisory Committee meeting.	<p>The Executive Committee reaffirmed its commitment to request the optional budget in its appropriation request.</p> <p>The Executive Committee requested that the Advisory Committee respond to an email from a health council member regarding tobacco tax increases.</p>
Remuneration		Committee members should print the remuneration form from the

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		website, complete and submit to the Center.
Adjourn		Dr. Lidstrom moved the meeting be adjourned. Ms. Will adjourned the meeting at 2:30 p.m.