



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

10:00 a.m. to 11:00 a.m., Thursday, January 31, 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; **Accountant:** Ms. Tasha Gerding.
Public: none.

<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 10:04 a.m. with all members and a quorum present.
Adoption of agenda		Ms. Jeanne Prom will check the status of the memorandum of agreement with Department of Health, which was signed by the Executive Committee and sent to the department early this month. Dr. Beth Hughes moved to approve the agenda as distributed. Dr. Kermit Lidstrom seconded. Motion carried.
Approval of minutes from January 11, 2013 meeting		Dr. Hughes moved to approve the January 11, 2013 minutes as distributed. Dr. Lidstrom seconded. Motion carried.
Unfinished business		
Grants/contracts/requests for proposals (RFPs) – reprogramming requests – First District Health Unit	Ms. Tasha Gerding explained the reprogramming request from First District Health Unit.	Dr. Lidstrom moved to approve the reprogramming of \$12,645.31 for First District Health Unit. Dr. Hughes seconded. Discussion: The reprogramming provides \$7,488 for five months’ wages for a temporary administrative assistant. The health unit is not hiring more permanent staff. The Executive Committee’s remaining concern is that this contract is funding 6 hours/month for secretarial positions according to what the health unit calls an “audit approved formula.” However, this secretarial time is not

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		available to assist the health unit's tobacco prevention program. Most health units do not have a formula that allows specific grants to fund general staff and operations. Ms. Gerding is communicating with the health department in-house staff auditor to approach this unique funding formula consistently across the two state funding agencies. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
New business		
Fiscal Reports – December 2012	Ms. Gerding explained the December fiscal reports.	Dr. Hughes moved to approve the December 2012 fiscal reports. Dr. Lidstrom seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Mission statement	Dr. Lidstrom explained his desire for a mission statement, referencing its importance with legislators and others.	The committee will use the following mission statement: We're in the business of saving money and saving lives of North Dakotans by preventing and reducing tobacco use using CDC Best Practices. The committee discussed the need to provide education on our commitment to drastically reducing tobacco use by the end of our trust fund, but that is not the complete story. We're dealing with a giant corporation that makes the only product that when used as intended will kill its user. Even if tobacco use drops to the low single digits, the tobacco industry will try to increase use back to current double-digit rates. We are using an appropriate amount of the tobacco settlement money to save lives and save money by drastically reducing tobacco use. This includes the trust fund balance.
Legislation	The committee discussed funding and smoke-free legislation.	Ms. Prom and Center staff will keep the committee and partners informed of legislation, and Executive and Advisory committee members will attend hearings and meetings when possible.
Other business		
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 11:10 a.m.