



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

8:00 a.m. to 10:00 a.m., Wednesday, November 28, 2012

ND Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

**PARTICIPANTS: Executive Committee members:** Ms. Theresa Will – chair, Dr. Beth Hughes. **Absent:** Dr. Kermit Lidstrom. **Executive Director:** Ms. Jeanne Prom; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Accountant:** Ms. Tasha Gerding; **Health Communications Coordinator:** Ms. Donna Thronson. **Public:** Ms. Renae Byre.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of a quorum		Chair Ms. Theresa Will called the meeting to order at 8:20 a.m. Ms. Will determined that a quorum was established with two of three members present.
Adoption of agenda		Ms. Will moved to approve the agenda as distributed. Dr. Beth Hughes seconded. Motion carried.
Approval of minutes from November 7, 2012 meeting	The committee members present were waiting for Dr. Kermit Lidstrom's input on the minutes before final approval.	Dr. Hughes moved to approve the minutes from November 7, 2012 as distributed. The motion died for lack of a second.
Unfinished business		
Memorandum of Understanding (MOU) on programming, and sustainability planning with DOH	The Executive Committee again noted that it approved the final version of the MOU on August 9, 2012 and that Ms. Jeanne Prom emailed the approved version to the Department of Health on August 13, 2012. On August 27, the DOH sent an	Ms. Prom reviewed the history of the Center's communication with the DOH on the MOU and sustainability planning.  For the record, this process has now seemed to have been merged with a one-day sustainability session Ms. Prom first suggested to the CDC and DOH at the CDC site visit to North Dakota on July 20, 2011. Then Ms. Prom suggested

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	<p>email to the Center indicating that the MOU would be part of the sustainability planning that was discussed in June 2012 and July 2011. As of November 28, the Center had not yet received a proposal of time and cost for this process from a potential facilitator. The Center requested this information first on July 19. The Committee discussed availability to meet with this group possibly on December 19, 2012. Ms. Prom will talk with State Health Officer Dr. Terry Dwelle about the legislative session and support for the law creating the comprehensive tobacco prevention program (2008 Measure 3).</p>	<p>a one-day sustainability planning session. Ms. Prom learned of this one-day sustainability planning session program from the New York state department of health, but was told at the 2011 CDC site visit that this program wasn't offered by CDC anymore. However, at the 2012 CDC site visit to North Dakota on June 21, the CDC project officer Ms. Shawna Shields said the program had not been re-established, but she had someone in mind who might be available to facilitate this meeting and would try to help make this happen.</p> <p>A July 19, 2012 email from Ms. Shields suggested that she had spoken with the facilitator she had in mind, and that the potential facilitator Ms. Debra Morris, suggested a year-long process. Ms. Prom responded to that email by requesting a cost and time estimate, process outline and outcomes. She also stated in the email: "Sustainability is ongoing work and I understand one meeting was not going to be alpha and omega of sustainability here. However, a year-long facilitated process is a little different than what our conversation covered in June, so more information would be most appreciated. We are committed to sustainability but need some additional information." (As of November 28, Ms. Prom has not received cost or time estimates or any further details on the process.)</p> <p>On August 27, the DOH sent an email stating that DOH had assumed that part of the sustainability work was to include working on the MOU; and also stated that "it appeared that</p>

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		<p>the Center wasn't on board any longer with the process, depending on time commitment." In response to that email, on August 29, the Center suggested a conference call with the department, CDC and a possible contractor from the CDC-funded Tobacco Technical Assistance Center (TTAC), but no one responded to the Center's email to discuss the sustainability planning. Since that time, the Center, through Ms. Donna Thronson, has been in communication most every week with Ms. Michelle Walker at DOH on the status of any word from Ms. Debra Morris, and there was none until this month.</p> <p>Earlier this month, Ms. Morris emailed the Center and DOH about arranging a conference call, which was November 19. The highest level of Center staff participated in this call (Center Executive Director), but the highest level of supervision over the DOH tobacco program, which includes the Division Director, Deputy State Health Officer, and State Health Officer, did not participate. The email and invitation from Ms. Morris identified the process as an "alignment" discussion. The outcome of the November 19 call was that Ms. Morris was to get the Center and DOH a proposal by early in the week of November 26, that Ms. Prom was to send to participants the August 9 MOU draft, and all parties would tentatively plan for a one-day meeting in person before the legislative session with the highest level of agency management participating. Ms. Prom sent out the MOU draft on November 19, and suggested some dates for meeting, based on Center availability. As of</p>

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		<p>November 27, the DOH had responded with available times and Ms. Prom responded that she looked forward to finalizing plans once a proposal was received. Ms. Morris noted that the proposal was still in internal review at her agency.</p> <p>After the Nov. 19 call, Center staff outlined their needs prior to meeting on the next MOU/sustainability/alignment: 1) attendance and support from Dr. Dwelle at this meeting; 2) agreement on the urgency of meeting once before the session and communicating what each agency will or will not support during the session; 3) agreement on definition of terms: sustainability, alignment, framework, comprehensive program, etc.; 4) open and real time communication between CDC, TTAC, DOH and the Center to provide equal transparency; 5) an acknowledgement of fundamental issues of what is causing continued delays in the MOU: the highest level of agency management from the DOH is not directly involved with the steps in this process as the Center Executive Director is, and that the Center and DOH need to communicate at the highest level on this issue.</p>
<p>Grants/contracts/requests for proposals (RFPs) – local policy grants funding formula, contract period</p>	<p>The Executive Committee discussed funding formula option E and the process for requesting input from local public health units on all the options for the 2013-2015 local policy grants funding formula.</p>	<p>Ms. Ulberg reported that at the November 16, 2012 Advisory Committee meeting, all members present and voting approved option E as the recommended local policy grants funding formula for FY2014 and FY 2015. Two Advisory Committee members present abstained from voting, citing conflict of interest.</p>

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	<p>The committee and staff discussed the ongoing need to work with tribal tobacco prevention coordinators on reservations, the increasing difficulty local public health unit (LPHU) staff have in reaching coordinators on the reservation, and the desire of DOH to limit what the Center programs do with the reservations. Center staff noted that LPHUs know how to work by invitation with reservation-based health programs, and that is difficult for the Center to explain to LPHUs how the tobacco prevention efforts should be different than other invitational county-reservation health programs.</p> <p>Ms. Ulberg reported that the Program Reporting System (PRS) can be used for a two-year grant timeframe, without additional costs or enhancements to PRS. However, the challenge with a</p>	<p>Ms. Prom read a November 7 email from Ms. Barb Frydenlund, administrator at Rolette County Public Health District, which stated: “My concern is in regards to the budget cuts in the counties with high disparate (Native American) populations, as there is more work to do in these counties than anywhere else in the state, but yet less funding. It concerns me that this concept may not have been considered in funding determinations. Rolette County did not have the same wide margin in Measure 4 as other counties, which I suspect was as a result of the high tobacco use within our county.”</p> <p>Dr. Hughes moved to accept the Advisory Committee recommendation to approve Option E for local policy grants funding formula for the 2013-2015 biennium. Ms. Will seconded. Discussion: The Executive Committee directed Ms. Prom to respond to Ms. Frydenlund’s email. Ms. Prom should explain that Ms. Frydenlund’s concerns were shared with the Executive Committee, and the committee discussed and considered the concerns. The committee determined that at this time, option E is still the best option overall, and that the committee does not yet know what level of LPHU work with reservations the DOH finds acceptable. At this time, the DOH would prefer that LPHUs not work on the reservations. The committee acknowledged that the Center’s “hands are tied” until the MOU between the DOH and the Center is resolved, as work on reservations has been an issue the DOH has had</p>

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	<p>two-year timeframe (2013-2015) lies in the reality that the local policy grant work plans follow the State Plan, and the State Plan will be updated in 2013 and 2014. Changing work plans in PRS without the ability of PRS to automatically transfer data would not be cost-effective, due to the significant amount of staff time needed for manual changes. Changes to work plans require changes to progress reports. The committee discussed all possible one- and two-year options within the context of saving local and state staff time and adapting to the changing State Plan.</p>	<p>with the MOU. It was noted that the term “tribal” is usually understood as meaning work within reservation borders, but that LPHUs still work with Native American populations who live off the reservation or who otherwise seek services from the local public health unit off the reservation. Roll call vote: Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Hughes moved the local policy grants for FY 2014 and FY2015 be submitted with a two-year work plan and a one-year budget each fiscal year. Ms. Will seconded. Discussion: The need to issue grant guidance by early 2013 does not allow for additional input from local public health units. Dr. Hughes withdrew the motion.</p> <p>Dr. Hughes moved the local policy grants for FY 2014 and FY 2015 be submitted with a one-year work plan and a one-year budget. Ms. Will seconded. Roll call vote: Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>
<b>New business</b>		
Fiscal reports – October 2012	Ms. Tasha Gerding explained the fiscal reports.	Dr. Hughes moved to approve the October 2012 fiscal reports as presented. Ms. Will seconded. Roll call vote: Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Grants/contracts/RFPs – local policy grant amendments	The National Conference on Tobacco or Health announced in July that all conference registration fees received from local and state government	Ms. Gerding and Ms. Ulberg are in the process of amending up to 14 local policy grant contracts to adjust for national conference registration refunds.

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	agencies would be refunded. The conference was held in August in Missouri.	
State policy -- 2012 state smoke-free law implementation, prefiling bills	Ms. Donna Thronson provided an update on the 2012 state smoke-free law implementation.	The state smoke-free law implementation is proceeding according to plan. The committee reconfirmed its intent not to prefile any bills.
Other business		
2013 Executive Committee meeting schedule	The committee discussed meeting twice each month, at least through the legislative session, possibly from 10 a.m. to noon on Thursdays or Fridays. Meetings could be cancelled as necessary.	Ms. Prom will check with Dr. Kermit Lidstrom on his availability. The final schedule will be set at the next board meeting.
Next Executive Committee meetings		The Executive Committee cancelled the next meeting at 8 a.m. to 10 a.m. on Monday, December 3. The next meeting will be Wednesday, December 19, 2012.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Hughes moved the meeting be adjourned. Ms. Will adjourned the meeting at 10:17 a.m.