



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

1:00 p.m. to 3:00 p.m., Wednesday, November 7, 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, 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 1:15 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 October 22, 2012 meeting	Dr. Lidstrom suggested an updated organizational chart be added to the committee orientation materials.	Dr. Hughes moved to approve the October 22, 2012 minutes as distributed. Dr. Lidstrom seconded. Discussion: The committee discussed the preferred way of printing the minutes. Motion carried.
Unfinished business		
Memorandum of Understanding (MOU) on programming and sustainability planning with DoH	Ms. Jeanne Prom reported that she received word from the department of health that the Centers for Disease Control (CDC) reassigned Ms. Shawna Shields as project officer	Action on the MOU was tabled, as the department of health has not responded to the MOU draft approved by the Executive Committee on August 9, 2012. For the record, the Executive Committee, through its final approval of the August 9 MOU draft, has shown its support for a programming MOU with DOH. For the record, the MOU approval through DOH has now seemed to have been merged with a one-day sustainability session Ms.

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	<p>for North Dakota. Ms. Donna Thronson had been in phone contact weekly with Michelle Walker at the department to ask about the status of sustainability planning, but Ms Walker had been out of the office recently.</p>	<p>Prom first suggested to the CDC and DOH at the CDC site visit to North Dakota on July 20, 2011. The one-day session has also evolved, as this summer the CDC suggested a year-long facilitated process instead of a one-day meeting. On July 19, 2012 Ms. Prom requested facilitation cost and time estimates, a process outline and outcomes for this suggested process. As of November 7, 2012, Ms. Prom has not received any further information on the sustainability planning session or process.</p>
<p>Grants/contracts/requests for proposals (RFPs) – local policy grants funding formula, contract period, meeting</p>	<p>Ms. Kelli Ulberg and Ms. Tasha Gerding explained the benefits and challenges of changing the local policy grant time periods from one to two years for either or both the work plan and the budget. Ms. Ulberg and Ms. Gerding reviewed the funding formula option E and the input from local public health unit administrators, received during the meeting by interactive video network earlier in the day, November 7, 2012.</p>	<p>Dr. Lidstrom moved the Executive Committee seek Advisory Committee concurrence with the Executive Committee on Option E as the local policy grants funding formula for next biennium. Dr. Hughes seconded. Discussion: Final Executive Committee action on the local policy grants funding formula will occur after requesting and receiving advice from the Advisory Committee at their next meeting November 16, 2012. The Executive Committee agreed that the next biennium grant funding formula will be based on the Center’s 2013-2015 base budget request, and not the Center’s optional budget request. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>The Executive Committee will consider the Center recommendation of a two-year work plan with a budget submitted annually. The Executive Committee will not make a final decision on changing the work plan or budget timeframes until Ms. Ulberg has information from Nexus Innovations on costs and the ability to adapt the Program Reporting System (PRS) for a two-year grant application.</p>

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		<p>Dr. Hughes moved the Executive Committee direct the Advisory Committee Chair to send a follow-up letter to all local public health unit administrators on the need for CDC Best Practices and support for the Center’s optional funding request. Dr. Lidstrom seconded. Discussion: This support should be expressed in various ways including speaking to legislators at appropriate times. Legislators have the power to provide the optional funding request. If administrators have questions on the Center funding request, they should call Ms. Prom, who is more than willing to provide answers. Motion carried.</p>
<p>New business</p>		
<p>Fiscal reports -- September 2012</p>	<p>Ms. Gerding explained the September 2012 fiscal reports.</p>	<p>Dr. Lidstrom moved to approve the September 2012 fiscal reports. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>
<p>Grants/contracts/requests for proposals (RFPs) – health communications contract</p>	<p>The current contract with the health communications vendor, Odney, expires December 31, 2012, but includes the option to renew for two 24-month periods. Based on satisfactory work by Odney, the Health Communications Team unanimously agreed to recommend that the</p>	<p>Dr. Lidstrom moved to approve the Health Communications Team’s recommendation to extend the contract with Odney for an additional 24 months with a budget of up to \$1 million per year. Dr. Hughes seconded. Discussion: The Executive Committee will continue to review and approve annual health communications work plans. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>

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	Executive Committee extend the contract with Odney for the first additional 24-month period, with a budget of up to \$1 million annually.	
Grants/contracts/requests for proposals (RFPs) – PRS copy grant application feature	Ms. Ulberg explained the need and funds required for enhancing PRS with the ability to copy previous grant applications into the current grant application.	Dr. Lidstrom moved to approve up to \$5,500 in the current contract with Nexus Innovations for enhancing and maintaining PRS with the ability to copy grant applications. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Human resources – policies	Ms. Prom explained that the Office of Management and Budget (OMB) reviewed the overtime and compensatory time policy which the Executive Committee approved at their October 22, 2012 meeting. OMB suggested some additional language and non-substantive changes.	Dr. Lidstrom moved to approve the updated overtime and compensatory time policy as suggested by the Office of Management and Budget Human Resource Management Services. Dr. Hughes seconded. Motion carried.
Audit – board policy	This policy is good	Ms. Prom requested the Executive Committee members sign the

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	business policy and will meet an audit recommendation.	standards of conduct policy and submit to the Center. This includes standards to communicate conflicts of interest and manage or eliminate conflicts of interest.
Policy –2012 Measure 4 outcome	The Executive Committee discussed the new statewide smoke-free law, the need for a significant tobacco tax increase, and the continuing need to support CDC-recommended funding of the comprehensive program. All three policies areas are major goals in the current statewide plan.	<p>Statewide Initiated Measure 4, the comprehensive smoke-free law, passed 67-33 percent. A majority of voters in every county and every legislative district voted for the measure, according to the Secretary of State’s website. Ms. Thronson is managing the Center’s statewide educational campaign on the new law. Direct mail materials will be sent to businesses, radio and newspaper ads will run, and news releases will be sent statewide to help assure partners in public health, business, and law enforcement – as well as the public -- are well informed of the changes in the law. Statewide Programs Manager Barbara Andrist is coordinating a group of local public health unit administrators working on a process to manage variance applications.</p> <p>The Executive Committee reached consensus that Ms. Will shall request that the Advisory Committee convene a small work group to evaluate the effectiveness of the state plan at this time. The request will be made at the Advisory Committee meeting November 16, 2012. The evaluation should be completed in preparation for the beginning of the 2013 legislative session. This annual evaluation is usually done closer to the April 1 deadline to report to the Executive Committee, but due to recent policy progress, an update is needed sooner. The Executive Committee concurred that some goals and objectives may need to be stated with more specific health outcomes.</p>
Other business		
Next Advisory Committee	Ms. Andrist will provide a	The next Advisory Committee meeting is 10 a.m. to noon on

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meeting – State Plan Year 4 Q1 Report	report on State Plan Year 4 Quarter 1 progress at the meeting.	Friday, November 16, 2012 at the Center.
Next Executive Committee meetings		The Executive Committee cancelled the following meeting: Monday, December 3, 2012. The next meetings are scheduled from 8 a.m. to 10 a.m. on the following days: Wednesday, November 28, and 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. Dr. Lidstrom seconded. Ms. Will adjourned meeting at 2:40 p.m.