



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

10:00 a.m. to 11:30 a.m., Monday, March 25, 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; **Statewide Programs Manager:** Ms. Barbara Andrist; **Health Communications Coordinator:** Ms. Donna Thronson.

<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 10:06 a.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 February 28, 2013 meeting minutes		The Executive Committee agreed by consensus to table the review of the February 28, 2013 minutes until the next meeting.
Unfinished business		
Health communications update – new theme	Health Communications Coordinator Ms. Donna Thronson reported on the new theme.	The Executive Committee viewed the new television ad, the first of three ads being developed with the new theme, tobacco and young people. Ms. Thronson reported that testing showed the new theme message is clear. The media campaign began today.
New business		
Advisory Committee Evaluation of the Effectiveness of the State Plan report	Statewide Programs Manager Ms. Barbara Andrist reviewed the final written report on the Advisory Committee's evaluation of the	Dr. Lidstrom moved to accept and approve the 2013 Evaluation of the Effectiveness of the State Plan report from the Advisory Committee. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.

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	effectiveness of the State Plan.	
Grants/contracts/RFPs – Reprogramming request from Upper Missouri District Health Unit Lease Desktop support	Accountant Ms. Tasha Gerding explained and recommended approval of the reprogramming request, and options for lease renewal and desktop support contract.	<p>Dr. Lidstrom moved to approve the reprogramming request of \$3,800 from Upper Missouri District Health Unit for local board of health-approved salary increases. Dr. Hughes seconded. Discussion: Salary increases of 15 percent were approved locally to be more competitive with salaries offered in this oil-impacted area. Roll call vote: Dr. Hughes – aye; Dr. Lidstrom – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Lidstrom moved to approve the current lease amendment for remodeling and lease renewal for 2013-15, with payment of approved remodeling occurring in the current biennium and with language added to the contract on anticipated remodeling start and end dates. Dr. Hughes seconded. Discussion: Other option was to continue to pay for remodeling into next biennium. The lease will be signed by our assistant attorney general, the state facilities management director, as well as an Executive Committee member. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Hughes moved to approve a new desktop services contract with NRG Technology Services of \$460/month (\$387/month for desktop service and an additional \$73/month for installing new computers) for nine computers. This contract will be ongoing, with a 30-day opt out for either party. Dr. Lidstrom seconded. Discussion: Other options included purchasing a block of hours or not purchasing the installation services. NRG has worked with state and local governments for more than 15 years. Our</p>

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		assistant attorney general will review the final contract before it is signed. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
Legislation	The Executive Committee discussed legislation.	The Executive Director will inform the Executive Committee of any major changes to any appropriations, smoke-free, harm reduction or other bills affecting tobacco use prevention work.
Other business		
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Lidstrom moved the meeting be adjourned. Dr. Hughes seconded. Ms. Will adjourned the meeting at 11:32 a.m.