



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

9:00 a.m. to 10:00 a.m., Thursday, April 18, 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.

**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 9:05 a.m. with two members and a quorum present.
Adoption of agenda	Ms. Jeanne Prom requested that a human resources update be added as new business	Dr. Beth Hughes moved to approve the agenda with the addition of a human resources update in new business. Ms. Will seconded. Motion carried.
Approval of minutes from March 25, 2013 meeting and April 4, 2013 meeting	Individual committee members will talk with Mr. Jay Taylor about cessation services at Sanford.	Dr. Hughes moved to approve the March 25, 2013 minutes as distributed. Ms. Will seconded. Motion carried.  Dr. Hughes moved to approve the April 4, 2013 minutes as distributed. Ms. Will seconded. Motion carried.
Unfinished or old business		
		No business was discussed. Dr. Kermit Lidstrom joined the meeting and was noted as present.
New business		
Fiscal reports – February 2013	Ms. Prom explained the reports.	Dr. Lidstrom moved to approve the February 2013 fiscal reports as distributed. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms Will – aye. Motion carried.

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<p>Reprogramming requests – Grand Forks Public Health Department and Rolette County Public Health District</p>	<p>Grand Forks Public Health Department requested that unused funds from a temporarily open position and from a decrease in actual county travel be used for one tobacco prevention employee to attend the Mayo Clinic Nicotine Dependence Conference and for additional funding for a tobacco-free campus policy video for international students through their current contract with University of North Dakota Health and Wellness.</p>	<p><b><u>Executive Committee statement of philosophy on funding training on individual approaches to cessation</u></b> – The Executive Committee recognizes the quality of the Mayo Clinic Nicotine Dependence Conference and Tobacco Treatment Specialist (TTS) training. The Executive Committee supports funding training on individual cessation approaches like the Mayo Clinic Nicotine Dependence Conference for local public health unit employees already trained as Tobacco Treatment Specialists (TTS).</p> <p>Dr. Hughes moved to approve: 1) the reprogramming request of \$6,250 from Grand Forks Public Health Department; and 2) the Executive Committee statement of philosophy on funding training on individual cessation approaches stated above. Dr. Lidstrom seconded. Discussion: Ms. Prom will review this philosophy with Center staff and report back to the Executive Committee at the next meeting. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Ms. Will moved to approve the reprogramming request of \$4,183 from Rolette County Public Health District to use savings from travel and postage for tobacco-free signs, quit kit supplies, replacement computer and printer, and additional costs in rent and fringe. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>
<p>Legislation</p>	<p>Ms. Prom provided an update.</p>	<p>The Executive Committee continues to support the agency appropriation and staffing between the minimum of the agency’s optional budget request and the Senate version of the budget that applied CDC Best Practice amounts forecast for 2014 and 2015.</p>

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Other business		
Human resources update	Ms. Prom explained the need and opportunity for temporary assistance with human resources functions to assure risk management discounts.	Dr. Hughes moved to approve \$2,880 to \$3,200 for a temporary human resources assistant. Dr. Lidstrom seconded. Discussion: Work will focus on completing/updating policy manuals and human resources procedures. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.
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 10:08 a.m.