



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

3:00 p.m. to 4:00 p.m., Thursday, April 4, 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.
Public: Ms. Renae Byre.

<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 3:02 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 March 25, 2013 meeting		The Executive Committee agreed by consensus to table approval of the March 25, 2013 meeting minutes until the next meeting.
Unfinished business		
Approval of February 28, 2013 meeting minutes		Dr. Lidstrom moved to approve the February 28, 2013 minutes as distributed. Dr. Hughes seconded. Motion carried.
New business		
Human Resources update	Executive Director Ms. Jeanne Prom recommended three human resources changes. Health Communications Coordinator Ms. Donna	Dr. Hughes moved to approve a 5 percent increase in the hourly wage for Ms. Barbara Andrist, who has successfully completed six months as fulltime temporary Statewide Programs Manager. The increase will take effect for hours worked beginning March 1, 2013. Dr. Lidstrom seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.

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	<p>Thronson reported on the exceptional work of Mr. Lee Greuel, the communications intern, and the need for a professional, long-term temporary fulltime health communications position to assist with the increasing health communications and policy workload. Mr. Greuel has been working as the health communications intern part- or full- time since spring 2012. Demand for communications interns in the Bismarck area is very high, thus the agency's ability to hire additional interns in the future may be limited.</p>	<p>Dr. Hughes moved to approve the hiring of Mr. Lee Greuel as fulltime temporary health communications assistant beginning April 15, 2013 through June 30, 2013, and, if funding is available, continuing July 1, 2013 and beyond. This is a professional entry-level position requiring a bachelor's degree in communications, with a starting hourly rate of \$21 for hours worked and no benefits, based on current state position classifications. Dr. Lidstrom seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Lidstrom moved to approve the hiring of Ms. Lexi Hagler as part-time temporary administrative assistant from May through August 2013 at \$12/hour for hours worked with no benefits. Dr. Hughes seconded. Discussion: Ms. Hagler was a very productive and energetic temporary administrative assistant at the Center in 2012 during the permanent administrative assistant's maternity leave. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p>
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		
Other		Ms. Will and the committee discussed their experiences with local healthcare systems not providing information to patients about

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		BreatheND or the quitline/Net. Ms. Prom noted that healthcare systems referral to the quitline/Net is an unmet State Plan objective with no progress reported last quarter. Advisory Committee member Mr. Jay Taylor may be able to provide some additional information. The Department of Health is the lead with private healthcare and Public Health Service Guidelines implementation. NOTE: The DOH temporary position coordinating this work was eliminated after the last legislative session. The Center met with the DOH in summer 2011 and offered to assume responsibility for work with private healthcare but the DOH decided not to accept the offer. This is reflected in the current MOU with the DOH.
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 the meeting at 3:59 p.m.