



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

10:00 a.m. to 12:00 p.m., Thursday, May 30, 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; **Temporary Administrative Assistant:** Lexi Hagler.

| <u>AGENDA ITEMS</u> | <u>DISCUSSION</u> | <u>OUTCOME/ACTION</u> |
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| Call to order, determination of quorum | | Chair Ms. Theresa Will called the meeting to order at 10:09 a.m. with all members and a quorum present. |
| Adoption of agenda | | Dr. Beth Hughes moved to approve the agenda with the addition of tobacco treatment specialist (TTS) training philosophy under unfinished or old business. Dr. Kermit Lidstrom seconded. Motion carried. |
| Approval of minutes from April 18, 2013 | | Dr. Lidstrom moved to approve the April 18, 2013 minutes as distributed. Dr. Hughes seconded. Motion carried. |
| Unfinished or old business | | |
| 2013 Legislation—North Dakota, Minnesota tobacco tax | Ms. Tasha Gerding and Ms. Jeanne Prom have been talking with OMB and will talk to the Legislative Council for the final budget interpretation. The committee discussed the 2013 legislative session. | The final Center budget plan will be presented at next executive committee meeting. The Legislative Management Committee chose to study in the interim the comprehensive tobacco prevention and control program. By fall 2014, the interim committee studying the comprehensive program must decide if study results merit any legislation during the 2015 session. Dr. Lidstrom and staff will attend the interim committee meetings. Dr. Lidstrom participated in a discussion on the 2013 session, |

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| | Ms. Prom reported that the Minnesota legislature raised the tobacco tax \$1.60/pack, to \$2.83/pack effective July 1, 2013. The tobacco tax was part of the Governor's budget there. | coordinated by Center staff. Legislator support of the Center was identified as important. The benefits of a significant North Dakota tobacco tax increase will be part of public education this next biennium. |
| TTS training philosophy | Ms. Prom reviewed the philosophy with Center staff and suggested that the philosophy reflect the potential for new tobacco prevention staff hired in the future in local public health units be considered for TTS training on a case-by-case basis. | The Executive Committee acknowledged the potential for training of newly hired local coordinators but agreed that the TTS training policy as written and approved at the April 18, 2013 meeting was sufficient and final. |
| New business | | |
| Fiscal reports -- March 2013 | Ms. Prom explained the March 2013 fiscal reports. Local policy grants may be spent at less than the estimated 95 percent. | Center staff requested an MOU with the department of health to share FY2014 costs for the Program Reporting System (PRS). Dr. Lidstrom moved to approve the March 2013 fiscal reports as distributed. Dr. Hughes seconded. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried. |
| Reprogramming requests – Bismarck Burleigh Public Health, | Ms. Prom explained the requests and that more requests may be | Dr. Lidstrom moved to approve the \$7,000 reprogramming request from Bismarck Burleigh Public Health. Dr. Hughes seconded. Discussion: TTS training was approved and secured before the |

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| Southwestern District Health Unit | submitted before the early June deadline. | <p>philosophy statement was final. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Lidstrom moved to approve \$8,379.06 of the reprogramming request from Southwestern District Health Unit. Dr. Hughes seconded. Discussion: Purchase of a refrigerator and half of the requested amount for supplies was not approved. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Hughes moved to delegate the authority to approve reprogramming requests of more than \$2,500 to Ms. Will and Ms. Prom if requests need to be approved before the next Executive Committee meeting. Dr. Lidstrom seconded. Note: Ms. Prom has the authority to approve requests up to \$2,500. Roll call vote: Dr. Lidstrom – aye; Dr. Hughes – aye; Ms. Will – aye. Motion carried.</p> |
| Other business | | |
| Next meeting agenda | | The June 4, 2013 meeting was rescheduled to June 18, 2013. The Executive Committee needs to read and act on the first three sections of the draft Center policy manual at the next meeting. |
| Next Advisory Committee meeting | | Ms. Lexi Hagler and Dr. Lidstrom will arrange for a room at Bismarck State College for the next Advisory Committee meeting July 25, 2013. |
| 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 11:54 a.m. |