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TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

1:00 p.m. to 3:00 p.m., Tuesday July 10, 2012

Center for Tobacco Prevention and Control Policy – Conference Room, 4023 State Street, Bismarck, ND

PARTICIPANTS: Executive Committee members: Ms. Theresa Will – chair, Ms. Javayne Oyloe; **Not able to attend:** Dr. Jon Rice; **Executive Director:** Ms. Jeanne Prom; **Accountant:** Ms. Tasha Gerding; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Health Communications Coordinator:** Ms. Donna Thronson.
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 1:05 p.m. and determined a quorum was present. Dr. Jon Rice was unable to attend the meeting due to travel commitment.
Adoption of agenda	Ms. Jeanne Prom, Executive Director, asked that health communications be added under unfinished business.	Ms. Will moved to approve the agenda with health communications added under unfinished business. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes from June 25, 2012 meeting		Ms. Oyloe moved to approve the June 25, 2012 minutes as distributed. Ms. Will seconded. Motion carried.
Unfinished business		
Grants/contracts/requests for proposals (RFPs) – Special Initiative/Other Grants, evaluation RFP--TFND	Ms. Donna Thronson, Health Communications Coordinator, reported that the Executive Committee approved the Request for Proposals for health communications at up to \$1 million	Ms. Thronson is amending the health communications vendor contract with Odney to include an additional \$500,000 for this contract period. The amendment will change the total amount from \$1 million to \$1.5 million for the same contract period, which is January 11, 2011 through December 31,

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	<p>annually.</p> <p>Ms. Thronson is working with RTI International and the Office of Attorney General on final contract requirements for comprehensive evaluation services.</p>	<p>2012.</p> <p>The contract with RTI International for comprehensive evaluation services should be signed within the next several days.</p> <p>Ms. Prom will update the work plan for Minot State University and issue that contract for \$421,000.</p> <p>Discussion on the proposal from Tobacco Free North Dakota was tabled until a meeting in which all committee members are present.</p>
Memorandum of Understanding with Department of Health State Plan—Year 4 approval		This item was tabled.
State Plan – Year 4 work plan and State Plan updates approval		Ms. Will moved to approve the Year 4 State Plan Work Plan and the updates to the State Plan as developed by the Advisory Committee and partners. Ms. Oyloe seconded. Motion carried.
New business		
2009-2011 audit -- conflict of interest policy – Center, local policy grants	<p>Ms. Prom reviewed a formal recommendation from the 2009-2011 audit, which states the committee should “strengthen controls surrounding tobacco prevention programming grants to: ...Communicate conflict of interest</p>	<p>Ms. Prom noted for the record that the Center is using the OMB Human Resources Policy Manual for its conflict of interest policy for Center employees. Ms. Prom will draft amendments to that policy for future consideration.</p> <p>Ms. Oyloe moved to approve the conflict of interest</p>

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	<p>statements and steps to manage or eliminate conflicts of interest.” She provided the conflict of interest language developed for the FY2013 local policy grants, and included in Attachment A on the contracts. Local public health units must sign a statement that assures there is no conflict of interest or any conflict of interest is managed, in expending Center grant funds for subcontracts, goods and services.</p>	<p>assurance language in Attachment A and the statement of assurance document for FY 2013 local policy grants. Ms. Will seconded. Motion carried.</p>
<p>Grants/contracts/requests for proposals (RFPs) -- Final approval of FY2013 Local Policy Grants— Dickey, Southwestern, Walsh</p>	<p>Ms. Kelli Ulberg, Community Intervention Coordinator, recommended Executive Committee final approval of two local policy grants, and discussion and final approval of one local policy grant.</p> <p>Ms. Ulberg explained that the grant from Southwestern District Health Unit was previously approved by the Advisory Committee. Since then, a coordinator position was vacated and the health unit submitted plans to expand the part-time</p>	<p><u>FY2013 local policy grants final approval:</u> Ms. Oyloe moved to approve the FY 2013 local policy grant revised application from Dickey County Health District for \$48,512. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye; Dr. Rice – absent and not voting. Motion carried.</p> <p>Ms. Will moved to approve the FY 2013 local policy grant application from Walsh County Health District for \$68,910. Ms. Oyloe seconded. Discussion: Ms. Ulberg noted that this application was well written and required no revisions. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye; Dr. Rice – absent and not voting. Motion carried.</p> <p>Ms. Oyloe moved to approve the FY 2013 local policy</p>

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	<p>administrative assistant position to full-time with additional duties. The Executive Committee, at its last meeting, requested the health unit submit job descriptions for the administrative assistant and the tobacco program coordinator. The committee discussed the job descriptions.</p>	<p>grant revised application from Southwestern District Health Unit for \$203,264 with a follow-up call from Ms. Oyloe and Ms. Ulberg to review the new job responsibilities. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye; Dr. Rice – absent and not voting. Motion carried.</p>
Human resources	<p>Ms. Prom provided an update on the grants management and evaluation coordinator position. Ms. Prom provided comparison information on management salaries.</p>	<p>Ms. Prom will continue to recruit for open positions. Ms. Oyloe asked for comparisons to management positions in other states with similar agencies. Ms. Tasha Gerding, accountant, needs to complete payroll with any salary adjustments by July 25. However, salary adjustments should also be included in the 2013-2015 budget, which must be submitted July 16.</p>
2013-2015 budget	<p>Ms. Gerding explained the 2013-2015 budget draft. The committee discussed the draft. The major changes impacting the budget are the expenditures anticipated for ongoing, established comprehensive evaluation services, and the addition of \$345,000/year for local policy grants. The grant funding replaced funding some health units had been receiving through the department of health's Centers for</p>	<p>The committee directed staff to adjust the base budget to the hold even amount, with further adjustments in operations and grants.</p>

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	Disease Control federal grant. In previous meetings with health units, the Executive Committee agreed that this additional Center funding will continue through FY2014, ending June 30, 2014.	
Executive Committee membership		New Advisory Committee members have not yet been named, so the Executive Committee membership remains the same.
Other business		
<i>Other</i>		No other business was discussed.
<i>Next meeting</i>		The next meeting was scheduled for 10 a.m. to noon, Thursday, July 19, 2012 at the Center. Ms. Prom will check with Dr. Rice if it is possible to re-schedule this meeting for an earlier date.
Remuneration		Committee members should print forms off the website, complete, and submit to the Center.
Adjourn		Ms. Will adjourned the meeting at 3:00 p.m.