



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

1:00 to 1:30 p.m., Friday, July 13, 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; Dr. Jon Rice;
Executive Director: Ms. Jeanne Prom; **Accountant:** Tasha Gerding.
Public: none

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order, determination of a quorum		Chair Ms. Theresa Will called the meeting to order at 1:05 p.m. with all members present.
Adoption of agenda		Ms. Javayne Oyloe moved to approve the agenda as presented. Dr. Jon Rice seconded. Motion carried.
Approval of minutes from July 10, 2012 meeting	Minutes will reflect that Dr. Rice had a travel commitment.	Ms. Oyloe moved to approve the July 10, 2012 minutes with one change. Dr. Rice seconded. Motion carried.
Unfinished business		
2013-2015 budget	Ms. Tasha Gerding, accountant, and Ms. Jeanne Prom, Executive Director, explained the changes made to the 2013-2015 draft budget. The committee reviewed the changes made to the 2013-2015 budget draft.	Dr. Rice moved to add \$45,000 in the optional budget for equity, with final approval by the Office of Management and Budget. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms Will – aye. Motion carried. Dr. Rice moved to approve the reclassification of the community intervention coordinator and health communications coordinator, and other positions as necessary in the future, with the Executive Director keeping the Executive Committee apprised of the process. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will –

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	The committee discussed staff recommendations for grants, professional services, salary and fringe, and capital assets in the base budget and optional budget.	<p>aye. Motion carried.</p> <p>Ms. Will moved to approve the FY2013 salary adjustments for staff as required by the Hay Study, recommended by the Executive Director, and as written in the Salary FY2013 worksheet for the 2013-2015 budget. Dr. Rice seconded. Discussion: The committee discussed options for current and future adjustments. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Rice moved to approve the 2013-2015 base, optional and total budget request as presented with the addition of \$45,000 in equity in the optional budget. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
Other business		
Next meeting		The next Executive Committee meeting is scheduled for 10 a.m. to noon Thursday, August 2, 2012 at the Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned meeting at 2:40 p.m.