



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES

2:00 p.m. to 4:00 p.m., Thursday, October 27, 2011

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; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Health Communications Coordinator:** Donna Thronson.

GUESTS: ND Department of Health: Ms. Michelle Walker

| <u>AGENDA ITEMS</u> | <u>DISCUSSION</u> | <u>OUTCOME/ACTION</u> |
|--|--|---|
| Call to order | | Chair Ms. Theresa Will called the meeting to order at 2:07 p.m. |
| Adoption of agenda | | Dr. Jon Rice moved to adopt the agenda as presented. Ms. Javayne Oyloe seconded. Motion carried. |
| Approval of minutes | The committee reviewed October 13, 2011 draft minutes. | Dr. Rice moved to approve the October 13, 2011 minutes as written. Ms. Oyloe seconded. Motion carried. |
| Unfinished business | | |
| <i>Interim legislative committee meetings – tobacco tax stamping, collaboration grants</i> | | <u>Taxation Committee – tobacco tax stamping, tax</u> – On October 19, Ms. Jeanne Prom provided the Taxation Committee with information on tobacco tax stamping. On October 25, Dr. Rice and Ms. Prom met with the Tax Commissioner Cory Fong and a staff member on tobacco stamps and also discussed tobacco tax increases. Dr. |

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| | | <p>Rice reported that the Tax Department and the Center have similar thoughts about taxing tobacco on Indian reservations. The Tax Department does not believe tobacco stamps are needed now, but the environment would change if the tobacco tax increased significantly off the reservations. The two agencies will continue to communicate on tobacco stamps and taxes.</p> <p><u>Health Services Committee – collaborative</u> – Ms. Prom provided information to the Department of Health on the Center’s two collaborative grants. The department and Central Valley Health District testified about the collaboratives at the Health Services Committee October 26.</p> <p><u>Central Valley Collaborative</u> – Ms. Will, Ms. Prom and Ms. Kelli Ulberg will meet with Central Valley Health District to discuss how the Center could offer additional help to enhance that collaborative’s success.</p> |
| New Business | | |
| <p><i>Grants/contracts/requests for proposals (RFPs) – status: evaluation RFP, Special Initiative Grants (SIG)</i></p> | <p>Ms. Donna Thronson reported on the status of the Evaluation RFP. Consensus of proposal evaluators was that the one submitted</p> | <p><u>Evaluation RFP</u> – This will be reissued after the Request for Information closes.</p> <p><u>Special Initiative Grants</u> -- Dr. Rice moved to extend the grant end date for</p> |

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| | <p>proposal did not meet all the requirements of RFP sections 5 and 6. A rejection letter was sent to the applicant. The Center will issue a Request for Information (RFI) to all eligible vendors on the RFP vendor list (approximately 140 vendors), as well as some potential vendors. The RFI will allow vendors to comment on the RFP.</p> <p>Ms. Prom requested the Executive Committee consider changing the SIG deadline from the end of this fiscal year to end of next fiscal year for all new SIG awards. This would not affect SIGs already awarded. The next SIG deadline is December 1, 2011.</p> | <p>all new Special Initiative Grants yet to be awarded this biennium from June 30, 2012 to June 30, 2013. Seconded by Ms. Oyloe. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> |
| <i>Memorandum of Understanding on major programs</i> | | <p>Ms. Prom has drafted and will send to Committee members for comment.</p> |
| <i>Human resources</i> | <p>Ms. Ulberg provided an update on field coordinators. Ms. Jessica White Plume has resigned. Ms. Ulberg requested consideration for additional hours and hourly rate adjustment for field coordinator Ms. Bev Benda.</p> | <p>Human resources specialist Ms. Jennifer Bandy is working with Ms. Prom on accountant position paperwork.</p> <p>Ms. Oyloe moved to adjust Ms. Bev Benda’s contract to be 32 hours/week at \$30/hour plus health insurance for a total cost of \$60,560. Dr. Rice seconded.</p> |

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| | | Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried. |
| <i>Special legislative session</i> | | The Center will work with partners to monitor the special legislative session proceedings. Tobacco prevention is not expected to be discussed, but the session may offer opportunities to network and discuss policy priorities. |
| Other business | | |
| <i>Next meetings</i> | | The Executive Committee will convene at the Center on: <ul style="list-style-type: none"> • Thursday, November 10, 2 to 4 p.m. • Wednesday, November 23, 10 a.m. to noon • Thursday, December 15, 2 to 4 p.m. |
| Remuneration | | Forms are posted in the Executive Committee section of the website. Committee members should print, complete, and return forms to the Center. |
| Adjourn | | Ms. Oyloe moved the meeting be adjourned. Dr. Rice seconded. Ms. Will adjourned the meeting at 2:54 p.m. |