



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 12:00 p.m., Wednesday, November 23, 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; **Health Communications Coordinator:** Ms. Donna Thronson.

GUESTS: ND Department of Health: Mr. Neil Charvat.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 10:02 a.m.
Adoption of agenda		Dr. Jon Rice moved to adopt the agenda as written. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of November 10, 2011 draft minutes.	Ms. Oyloe moved to approve the November 10, 2011 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) – status: Central Valley collaborative, Blue Cross/Blue Shield proposal</i>	<u>Collaborative</u> -- Ms. Will reported on the November 22, 2011 meeting with the Central Valley Health District (CVHD) area collaborative in Jamestown. Participants included CVHD administrator and coordinator, Ms. Will, and Ms. Jeanne Prom, Ms. Kelli Ulberg and Ms. Bev Benda from the Center.	<u>Collaborative</u> -- The Executive Committee concurred that their intention is to provide more funding for collaborative efforts. The amount available to a collaborative should be more than the combined total of what is available to all individual local public health units participating in the collaborative. Center staff will continue

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	<p>The group discussed the collaborative funding formula and how the Center can assist the collaborative.</p>	<p>to assure that CDC Best Practices and work plans are implemented, that all grants are accountable, and that local coordinators are further engaged in Center programming activities.</p> <p><u>Blue Cross/Blue Shield</u> -- A meeting with BCBS will be scheduled in December.</p> <p><u>Local grants</u> -- The Center will coordinate a meeting with local public health units in western North Dakota to discuss smoke-free challenges and opportunities in the oil boom environment.</p> <p><u>Evaluation Request for Proposal (RFP)</u> -- The Center will issue a Request for Information on the original evaluation RFP and use any feedback it receives to adjust the request before another RFP is opened.</p>
<p><i>Center policy – purchasing card</i></p>	<p>At the November 10, 2011 Executive Committee meeting, the Executive Committee approved an updated purchasing card spending limit of \$5,000/card/month, contingent on the limit being compatible with the State purchasing policy.</p>	<p>Ms. Prom reported that the \$5,000/card/month purchasing card spending limit is compatible with the State purchasing policy set by the Office of Management and Budget.</p>

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<i>Policy – special legislative session</i>	A report from Tobacco Free North Dakota on the Interim Legislative Session was tabled.	The Center will report to the Legislative Budget Section at their quarterly meeting December 13, 2011.
New Business		
<i>Memorandum of Understanding on major programs</i>	Dr. Rice noted that there appeared to be missing information from the Department of Health.	The Executive Committee received a draft to review.
<i>Human resources - update</i>		Human Resources Management Services is reviewing the classification request for the accounting position. The Center is currently drafting the Job Description Questionnaire for the Statewide Intervention Coordinator.
<i>Health communications - update</i>	Ms. Donna Thronson provided an update. Odney is reworking concepts for new secondhand smoke ads. <i>The Forum</i> , Fargo, published its own very positive editorial in support of tobacco prevention advertising. The Center has its own YouTube account and currently features videos produced by Bismarck high school youth.	New secondhand smoke ads will not air in January 2012 as originally scheduled. Instead, “Collections” ad on costs will air during that month. The Health Communications (HC) Team met and agreed the new tagline will be “Saving Lives. Saving Money. The voice of the people.” The tagline will roll out in January 2012. The HC Team reviewed website changes that focus on the Center’s four goals, Center resources and frequently asked questions.
Other business		
<i>Next meeting</i>		The next Executive Committee meeting is scheduled for 2 p.m. to 4 p.m., Thursday, December 15, 2011 at the

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		Center.
Remuneration		The Executive Committee should print remuneration forms from the website, complete forms and to return to the Center.
Adjourn		Dr. Rice moved the meeting be adjourned. Ms. Will adjourned the meeting at 10:37 a.m.