



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

8:00 a.m. to 8:15 a.m., Thursday, December 22, 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.
GUESTS: 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 8:04 a.m.
Adoption of agenda		Dr. Jon Rice moved to adopt the agenda as distributed. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of December 15, 2011 draft minutes.	Tabled.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) – status: Nexus Innovations work order for online application; local grants funding formula; Request for Information (RFI) on evaluation RFP</i>	<u>Nexus Innovations work order for online application</u> – Ms. Kelli Ulberg met with Nexus and the Program Reporting System (PRS) committee. The Department of Health has approved an additional \$10,000 for completion of the user acceptance testing portion of the online application work order. Both the Center and the department hope to conduct this testing within	<u>Nexus Innovations work order for online application</u> – Ms. Oyloe moved to approve up to an additional \$10,000 for completion of the user acceptance testing portion of the already approved online application work order with Nexus Innovations. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.

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	<p>the next six weeks. Ms. Ulberg requested the Executive Committee approve an additional \$10,000 in Center funding for this testing, and clarified for Ms. Oyloe that this request is for up to \$10,000.</p> <p><u>Local grants funding formula</u> – Ms. Ulberg invited all local public health unit (LPHU) administrators and coordinators to at least one of two phone meetings held this month to get local input on the grants funding formula. The local public health units agreed to four changes to the current formula that would take effect with the 2012-2013 grants.</p>	<p><u>Local grants funding formula</u> – Dr. Rice moved to approve the 2012-2013 grant funding formula to: 1) be based on 2010 population; 2) include a new collaborative funding formula which is simply the addition of each participating health units’ total allocated budget plus a \$20,000 incentive/collaborative; 3) continue optional funding questions on the grant application to allow any LPHU to apply for additional funding if justified; 4) include an option within the grant year to allow for the current Reprogramming Request to be used not just for reprogramming, but to request additional funding if justified. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>

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	<u>Request for Information (RFI)</u> – Ms. Prom provided a report on the results of the RFI.	<u>Request for Information (RFI)</u> – The Executive Committee will approve a new RFP once changes are incorporated.
<i>Human resources -- update</i>		It is noted in the record that for the accountant position, the Executive Committee previously had approved a hiring range of \$4,374 to \$5,832/month based on a possible classification of a level 14 in the State Classification System. The accountant was classified as a level 12 and advertised with a hiring range of \$3,550 to \$4,733/month based on its final classification.
<i>Other business</i>		
<i>Next meeting</i>		The next Executive Committee meeting is scheduled for 10 a.m. to 12 noon, Thursday, January 5, 2012 at the Center.
Remuneration		Executive Committee members should print remuneration forms from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned the meeting at 8:15 a.m.