



**TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL**

10:00 a.m. to 12:00 p.m., Thursday, February 2, 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; **Community Intervention Coordinator:** Ms. Kelli Ulberg.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 10:07 a.m.
Adoption of agenda	Ms. Jeanne Prom, Executive Director, requested that Program Reporting System (PRS) be added as new business.	Ms. Will moved to adopt the agenda with the addition of PRS as new business. Dr. Jon Rice seconded. Motion carried.
Approval of minutes	Review of January 5, 2012 draft minutes.	Ms. Javayne Oyloe moved to approve the January 5, 2012 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) - Evaluation RFP</i>		This item was tabled.
New Business		
<i>Grants/contracts/requests for proposals (RFPs) – local policy grants scoring and reprogramming request</i>	Ms. Kelli Ulberg, Community Intervention Coordinator, explained the draft scoring methodology as provided on a draft scoring document. Dr. Rice noted that the Executive Summary summarizes	Dr. Rice moved to accept the scoring method draft as recommended by Ms. Ulberg and that Ms. Ulberg use this document with the reviewers who will score the local policy grant applications. Ms. Oyloe seconded. Motion carried.

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	<p>what is also in the Budget and Work Plan, therefore, an applicant gets double credit for similar information in two different sections, but there is good reason to score using that system. Ms. Oyloe suggested that during the grant writing workshops, applicants are reminded that goals must be repeated in two places and must be the same in the Summary and the Work Plan.</p> <p>Ms. Ulberg explained the request from Central Valley Health District to reprogram funds originally budgeted for travel for training to other – local media, to raise community awareness of the hazards of secondhand smoke.</p>	<p>Dr. Rice moved to approve the reprogramming request from Central Valley Health District to transfer \$3,942 from travel to other – local media. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p><i>Program Reporting System (PRS)</i></p>	<p>Ms. Ulberg read an update from Nexus Innovations on the status of upgrades to the Program Reporting System (PRS). User acceptance testing of the new online grant application uncovered technical issues with other Department of Health (DOH) programs that use PRS. Resolving these technical</p>	<p>Ms. Oyloe moved to approve amending the current Nexus work order to include up to an additional \$5,000 and an extension to April 30, 2012. Dr. Rice seconded. Discussion: This approval is contingent on DOH approval of these same work order amendments. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p>

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	<p>issues required nearly all the current work order budget, which is split evenly between the Center and the DOH. To provide for immediate resolution of other possible technical issues, Nexus is requesting the current work order be amended to include: an extended deadline of April 30, 2012, and an additional \$10,000 (\$5,000 each from the Center and DOH). Ms. Ulberg and the Executive Committee discussed that DOH has not yet approved these work order amendments, and that it appears that Nexus underestimated its original budget proposal, which is unusual for this vendor.</p> <p>Ms. Ulberg requested that the Executive Committee approve extending the end date from April 30, 2012 to May 31, 2012 on the Nexus work order for adding the budget subcategories.</p>	<p>Ms. Oyloe moved to approve amending the end date of the Nexus work order to add budget subcategories from April 30, 2012 to May 31, 2012. Dr. Rice seconded. Motion carried.</p>
<i>Human resources – update</i>	<p>Ms. Prom provided a status report on human resources and recommended an hourly rate of pay range for the Statewide</p>	<p>Dr. Rice moved to approve the recommended hourly rate of pay range for the Statewide Intervention Coordinator at \$18.62 to \$24.83/hour,</p>

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	Intervention Coordinator, based on review by the state Human Resource Management Services.	plus employer paid health insurance. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Policy – Interim Legislature (Health Services, Taxation), local policies</i>	Ms. Prom provided an update. The Executive Committee discussed a potential response to a recent opinion column and Ms. Will’s editorial response to a recent news story. These responses and other Center public information activities help assure the public receives the most complete and factual information on the comprehensive tobacco prevention program. Ms. Prom recommended the Executive Committee endorse the model school policy already endorsed by the N.D. School Boards Association.	In January, the Center provided testimony at the Health Services Committee meeting and monitored the Taxation Committee meeting. In March, the Center will provide a report to the Budget Section and monitor the Taxation Committee meeting. Ms. Oyloe moved the Executive Committee endorse the model school policy endorsed by the N.D. School Boards Association. Dr. Rice seconded. Discussion: The Center and the school boards association together should issue a copy of the endorsed model policy to local public health units. Motion carried.
<i>Center policy – Purchasing Card (PCard)</i>	Ms. Prom reviewed the current Purchasing Card (PCard) use policy and recent expenses, and requested approval of increasing the monthly limit on the card used by the Executive Director.	Dr. Rice moved to approve a spending limit of \$10,000/month on the Purchasing Card assigned to the Executive Director. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<b>Other business</b>		
<i>Other</i>		No other business discussed.
<i>Next meetings</i>		The next Executive Committee meeting

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		is scheduled for 10 a.m. to noon Thursday, February 16, 2012 at the Center.
Remuneration		Executive Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Dr. Rice moved the meeting be adjourned. Ms. Oyløe seconded. Ms. Will adjourned meeting at 11:15 a.m.