



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 11:00 a.m., Monday, March 19, 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.

<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 10:02 a.m. with all members present.
Adoption of agenda	Ms. Jeanne Prom requested that fiscal reports from October, November and December 2011 be discussed under other business. Ms. Prom introduced Ms. Tasha Gerding, who was present and began today as the Center accountant.	Dr. Jon Rice moved to approve the agenda with the addition of fiscal reports under other business. Ms. Javayne Oyloe seconded. Motion carried.
Approval of minutes	Review of March 5, 2012 draft minutes.	Ms. Oyloe moved to approve the March 5, 2012 minutes as distributed. Dr. Rice seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/requests for proposals (RFPs) - special initiative grant</i>	Ms. Prom reported that she and Ms. Donna Thronson, along with Ms. Holly Scott from the Advisory Committee, all reviewed the contract amendment proposal from	

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	the American Lung Association and determined to amend to \$146,501. The Executive Committee had previously approved amending the contract up to that amount.	
New business		
<i>Grants/contracts/requests for proposals (RFPs) – reprogramming request from Bismarck Burleigh Public Health</i>	Bismarck Burleigh Public Health requested to redirect budgeted funds from supplies and consultant/contractual line items to travel and other line items. Additional travel funds will allow three respiratory therapists from St. Alexius Medical Center to attend the Mayo Clinic training on cessation health systems changes. The training will be key in developing the ask, advise and refer system into St. Alexius Medical Center. Additional “other” funds will cover costs for activities to publicize the one-year anniversary of Bismarck’s comprehensive smoke-free law.	Reprogramming request from Bismarck Burleigh Public Health -- Dr. Rice moved to approve reprogramming request of \$20,000 from Bismarck Burleigh Public Health’s local policy grant. Ms. Oyloe seconded. Discussion: The group discussed the committee’s philosophy on funding cessation activities. The committee supports and funds, if necessary, start-up activities that are expected to result in permanent systems changes. At this time, the committee does not intend to provide ongoing funding for long-term implementation of systems changes outside of local public health. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Human resources (HR) – update</i>	<u>Statewide Intervention Coordinator scoring</u> -- Ms. Prom reported that applications were due February 27, 2012 and Human Resource	HR POLICY: Ms. Oyloe moved to approve continuing to provide payment for training and memberships for temporary, significant-time employees.

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	<p>Management Services (HRMS) at the Office of Management and Budget (OMB) will complete scoring this week. Using HRMS requires more time than scoring in-house, but having outside scoring provides an additional perspective.</p> <p><u>Temporary employee training and memberships</u> -- HRMS confirmed with Ms. Prom that it is at the discretion of the agency to provide payment for training and memberships for temporary, as well as permanent, employees.</p>	<p>Dr. Rice seconded. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p>
<p><i>Policy – Budget Section</i></p>	<p>The report included information on the health impact of the Grand Forks smoke-free ordinance on heart attacks, and other major statewide and local program policies and activities.</p> <p>Status of the general fund as reported by OMB shows actual cigarette tax revenues higher than two years ago, although tobacco use rates are decreasing, according to the Behavior Risk Factor Surveillance System. The</p>	<p><u>Budget Section report</u> -- Ms. Prom provided a written report to the Budget Section on March 13, 2012. No oral testimony was provided, and legislators did not discuss the report.</p> <p>Dr. Rice suggested the Executive Committee consider investing additional funds in addressing tobacco issues in oil-producing areas, and report this to the Budget Section. Local grant applications allowed public health units to request additional funds for special situations in their areas, including needs related to the</p>

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	committee discussed the impact of oil activity on tobacco use and population. Ms. Oyloe works with the oil companies at their safety meetings and noted the population is difficult to reach with paid media.	impact of oil activity and population growth.
Other business		
<i>Other</i>	The Executive Committee reviewed fiscal reports from October, November and December 2011, which previously had been reviewed in detail by Ms. Will and Ms. Prom, according to Executive Committee operating procedure.	<p><u>Fiscal reports approval</u> <u>October 2011</u> – Dr. Rice moved to approve the October 2011 fiscal reports. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. <u>November 2011</u> – Ms. Oyloe moved to approve the November 2011 fiscal reports. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried. <u>December 2011</u> – Dr. Rice moved to approve the December 2011 fiscal reports. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<i>Next meeting</i>		The next Executive Committee meeting is scheduled for 10 a.m. to noon Thursday, April 5, 2012 at the Center.
Remuneration	Ms. Oyloe noted that the Budget Section reports are well done. Ms. Prom stated it is a Center staff	Committee members should print the remuneration form from the website, complete and submit to the Center.

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	project, with all staff contributing to the report.	
Adjourn		Dr. Rice moved the meeting be adjourned. Ms. Oyloe seconded. Ms. Will adjourned meeting at 10:25 a.m.