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TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

2:15 p.m. to 4:15 p.m., Wednesday, June 6, 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:** Ms. Tasha Gerding; **Community Intervention Coordinator:** Ms. Kelli Ulberg; **Health Communications Coordinator:** Ms. Donna Thronson.
Public: none

<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 2:12 p.m. with all members present.
Adoption of agenda	Ms. Jeanne Prom requested three changes: 1) add audit under unfinished business; 2) table fiscal reports under new business; and 3) changed June 4 to 5 under new.	Ms. Javayne Oyloe moved to approve the agenda with three requested changes. Dr. Jon Rice seconded. Motion carried.
Approval of minutes		Dr. Rice moved to approve the May 17, 2012 minutes as distributed. Ms. Oyloe seconded. Motion carried.
Unfinished business		
<i>Audit</i>	Ms. Tasha Gerding read the Center's FINAL response to the two formal recommendations in the audit.	Dr. Rice moved to approve the response to the two formal audit recommendations, as FINAL by the Center staff. Ms. Oyloe seconded. Motion carried.
<i>Grants/contracts/requests for proposals (RFPs) – Special</i>	Ms. Prom reported that the Special Initiative Grant proposal from First District Health Unit has not yet been	

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<i>Initiative/Other Grants, evaluation RFP</i>	<p>resubmitted to her for final approval.</p> <p>Ms. Thronson reported that the five-member review committee met, discussed the comprehensive evaluation services proposals, tabulated their scores, and ranked the proposals according to scores. Ms. Thronson requested that the Executive Committee approve the review team's recommendation to contract with the top-ranked proposal. If that was not possible due to contracting or other matters, then the review team recommended offering the contract to the second highest-rank proposal.</p>	<p>Ms. Oyloe moved to approve the recommendation of the evaluation proposal review team, which was to award the evaluation services contract of up to \$600,000 for this biennium to the top-ranked proposal. If the top-ranked vendor was not able to accept the contract, then the contract would be offered to the second-highest ranked proposal for up to \$600,000 for this biennium. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<i>Human resources update</i>		<p>Ms. Prom introduced Ms. Lexi Hagler, who began working as the temporary administrative assistant on June 4, 2012.</p>
<i>Memorandum of Understanding with Department of Health (DOH) – FINAL updates by DOH in response to EC input</i>	<p>The May 8, 2012 Executive Committee response letter on the memorandum of understanding from the department of health (DOH) remains current.</p>	<p>Ms. Will and Ms. Prom will follow up to the latest FINAL from the department of health. The Executive Committee noted for the record that while the department had emailed the grant guidance for their tribal tobacco prevention grants to the Center on May 14, 2012, neither the Center nor the Executive Committee had received any other department documents requested by the Executive Committee in its May 8, 2012 letter to Ms. Karalee Harper at DOH.</p>
New business		

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<i>Fiscal reports – January through April 2012</i>		This business was tabled due to time constraints.
<i>Interim Legislative Committees</i>		<p>The Budget Section will meet June 19 and Ms. Prom and staff will prepare a written report as requested by the 2011 Legislature. The staff will not provide an oral report but will be present for that portion of the agenda.</p> <p>The Legislative Audit and Fiscal Review Committee will meet June 21 during which the state auditor’s office will provide the findings from the Center’s first audit. Ms. Will and Ms. Prom will be present for that report, but may or may not be asked to speak. Ms. Prom will send the meeting agenda to the Executive Committee when the agenda is available.</p>
<i>Grants/contracts/requests for proposals (RFPs) – Special Initiative/Other Grants</i>		The three Executive Committee members will review and score the FY2013 grant proposals from Tobacco Free North Dakota and Minot State University.
<i>Local policy grant reprogramming requests – Southwestern District Health Unit (DHU), First DHU, others to be determined (Reprogramming)</i>	Ms. Kelli Ulberg explained the reprogramming request details, which do not change the scope of the current grants.	<p><u>FY2012 local policy grants reprogramming requests:</u></p> <p><u>Fargo Cass Public Health</u> -- Ms. Oyloe moved to <u>approve the reprogramming request of \$26,846 from Fargo Cass Public Health</u>. Dr. Rice seconded. Discussion: This request includes funding for electronic health records (EHRs) and funding for one scanner to read the records. The Executive Committee</p>

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<p><i>request deadline was June 5, 2012 after agenda was issued.)</i></p>		<p>restricted funds for EHRs in the FY2013 local policy grant budget for Fargo Cass Public Health. The FY2013 restrictions will be lifted once actual costs of the EHRs are known. The Executive Committee's practice is to pay up to half of the total cost of a health unit's EHR software. This practice was used in response to the needs of small health units. Ideally, the Center grants would pay less than half the cost, especially in larger health units with multiple sources of funds to share the cost of EHRs. Roll call vote: Dr. Rice – aye; Ms. Will – aye; Ms. Oyloe -- aye. Motion carried.</p> <p><u>First District Health Unit</u> -- Ms. Oyloe moved to <u>approve the reprogramming request of \$11,250 from First District Health Unit, with \$2,500 of this amount originally requested for office furniture redirected to other needs as approved by Ms. Ulberg.</u> The furniture was requested for new staff not yet approved in the FY2013 grant, and the funds could possibly be used for local media. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>Foster County Public Health</u> – Ms. Oyloe moved to <u>approve the reprogramming request of \$7,000 from Foster County Public Health District.</u> Dr. Rice seconded. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p>

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		<p><u>Nelson/Griggs District Health Unit</u> – Dr. Rice moved to <u>deny the reprogramming request of \$1,270 from Nelson/Griggs District Health Unit</u>. Ms. Oyloe seconded. Discussion: No reprogramming is necessary, as adequate funding for approved activities exists within the current budget and prior approval for out-of-state travel was not obtained. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>Ransom County Public Health Department</u> – Ms. Oyloe moved to <u>approve the reprogramming request of \$6,021.41 from Ransom County Public Health Department</u>. Dr. Rice seconded. Discussion: This reprogramming will require the health unit to adjust the amount budgeted for EHRs in their FY2013 grant. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>Rolette County Public Health District</u> -- Dr. Rice moved to <u>approve the reprogramming request of \$4,919 from Rolette County Public Health District</u>. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p> <p><u>Sargent County District Health Unit</u> – Ms. Oyloe moved to <u>approve the reprogramming request of</u></p>

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		<p>\$5,000 from Sargent County District Health Unit. Dr. Rice seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>Southwestern District Health Unit</u> – Ms. Oyloe moved to <u>approve the reprogramming request of \$23,000, with the exception of a portion of the \$5,285 for the entire cost of a color copier, from Southwestern District Health Unit.</u> Dr. Rice seconded. Discussion: Ms. Ulberg will approve a portion of the cost of a color copier, based on the health unit’s submission of a rationale for a prorated cost of the copier to be charged to the tobacco prevention program. Ms. Ulberg will approve an appropriate use for the remaining amount originally requested for the color copier. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p> <p><u>Towner County Public Health District</u> -- Dr. Rice moved to <u>approve the reprogramming request of \$6,042 from Towner County Public Health District.</u> Ms. Oyloe seconded. Discussion: All but \$1,614.50 of this request was approved on May 17, 2012, but the Executive Committee now approved the remaining \$1,614.50, to be used for comprehensive tobacco-free policy signs for the North Star school district. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p>

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		<p><u>Wells County District Health Unit</u> -- Dr. Rice moved to <u>approve the reprogramming request of \$6,411.13 from Wells County District Health Unit.</u> Ms. Oyloe seconded. Discussion: The funds will be directed toward a portion of the cost of EHR software, which totals about \$25,000. Roll call vote: Ms. Oyloe – aye; Dr. Rice – aye; Ms. Will – aye. Motion carried.</p> <p>Dr. Rice moved to reaffirm the existing deadline for submitting reprogramming requests, which was June 5, 2012. Ms. Oyloe seconded. Roll call vote: Dr. Rice – aye; Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<i>Executive Committee membership</i>		Advisory Committee terms for Ms. Oyloe and Dr. Rice will be completed June 30, 2012, and neither is seeking another term. The Advisory Committee will need to select two new Executive Committee members.
Other business		
<i>Other</i>		Ms. Prom will request Dr. Beth Hughes, Advisory Committee chair, attend a meeting with Ms. Kelli Ulberg and the Centers for Disease Control and Prevention project officer for North Dakota when the officer is in Bismarck June 21, provided that a written agenda is agreed upon prior to the meeting. Other Executive Committee members and staff are not available to meet with the CDC at that time. On June 21, Ms. Will and Ms. Prom are participating in the Legislative Audit and Fiscal Review Committee meeting, and Dr. Rice and Ms. Donna Thronson are

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		attending other meetings. Ms. Oyloe has a commitment that may not conclude until June 21.
<i>Next meeting</i>		The next Executive Committee meeting was set for 10 a.m. to noon Thursday, June 21, 2012 at the Center. However, committee members are not available at that time. The committee will reschedule this meeting for 10 a.m. to noon, Monday, June 25, 2012 at the Center.
Remuneration		Committee members should print the remuneration form from the website, complete and submit to the Center.
Adjourn		Ms. Will adjourned meeting at 4:20 p.m.