



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

8:00 a.m. to 10:00 a.m., Tuesday, July 19, 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; 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 8:03 a.m.
Adoption of agenda		Ms. Javayne Oyloe moved to adopt the agenda as presented. Ms. Will seconded. Motion carried.
Approval of minutes	Review of 6.24.11 draft minutes.	Ms. Oyloe moved to approve the 6.24.11 minutes with three changes. Ms. Will seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposals (RFPs) – status: evaluation RFP, contracts for case study and technical assistance, fiscal agent, lease, evaluation contract, Department of Human Services grant, Special Initiative grants, local grants</i>		<u>Evaluation RFP</u> – Remains in review by State Procurement and the Office of Attorney General. <u>Contracts for case study and technical assistance</u> – Ms. Oyloe moved to approve \$38,075 for the Public Health Law Center Tobacco Control Legal Consortium to complete a <u>case study</u> on Measure 3 efforts from planning through appropriations. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will –

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Tuesday, July 19, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		<p>aye. Motion carried.</p> <p>Ms. Will moved to approve \$63,000 for the Public Health Law Center Tobacco Control Legal Consortium to provide one year of <u>technical assistance</u> on tobacco control policy. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>Fiscal agent</u> – Ms. Oyloe moved to approve \$19,179 for one year of fiscal services from the N.D. Department of Health. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>Lease agreement</u> -- Ms. Oyloe moved to approve a two-year lease extension agreement with GoldMark Properties' Ag Foundation Building, LLP for current and additional office space at the present address. Rent from July 1, 2011 to June 30, 2012 will be \$2,875/month. Rent from July 1, 2012 through June 30, 2013 will be \$2,965/month. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>UND – evaluation contract</u> -- Ms. Will moved to approve \$58,667 for University of North Dakota to complete 2009-2011 comprehensive program evaluation. Ms.</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Tuesday, July 19, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		<p>Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p> <p><u>DHS grants</u> – No update.</p> <p><u>Special Initiative Grants</u> – The next deadline is August 1, 2011. All SIGs except Tobacco Free North Dakota are fully executed. Ms. Prom will meet with potential SIG applicants next week and in the near future.</p> <p><u>Local grants</u> – Ms. Will moved to approve the revised local grant applications and budgets from the following local public health units: Dickey, Ransom, Sargent, Towner, and Wells counties; and Southwestern and Central Valley districts. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried. These revised grants and budgets were reviewed by Ms. Ulberg.</p>
<p><i>Fiscal – final approval of February, March, April and May 2011 reports</i></p>	<p>The reports with monthly memos were posted online for review a week before the meeting.</p>	<p>Ms. Oyloe moved to approve the fiscal reports for February, March, April and May 2011. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.</p>
<p>New Business</p>		
<p><i>Center office policies – breast milk pumping, records management policy</i></p>	<p>The policy draft and similar policies in health units were discussed.</p>	<p>Ms. Will moved to approve the <u>breast milk pumping policy</u> as written. Ms.</p>

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Tuesday, July 19, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
		Oyloe seconded. Motion carried. Records management policy will be drafted at a later time.
<i>Human resources – staffing (for local grants field work)</i>	Ms. Kelli Ulberg presented information on field coordinator positions and duties.	<u>Field coordinators</u> -- Ms. Will moved to hire as field coordinators Bev Benda at \$25/hour for 20 hours/week plus health insurance; and Jessica White Plume at \$30/hour for 8 hours/week with no benefits. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Recess</i>	Ms. Oyloe requested a recess until 12:15 p.m. as she needed to attend to health unit business.	Ms. Oyloe moved the Executive Committee recess at 9:50 a.m. and reconvene at 12:15 p.m. Ms. Will seconded. Motion carried. The Committee recessed.
<i>Meeting continuation</i>		Ms. Will called the meeting of the Executive Committee back to order at 12:15 p.m.
<i>Human resources -- FY2012 compensation</i>	Ms. Prom reviewed state legislation and information from Office of Management related to employee compensation. OMB advised the Center that all staff could receive the same percentage increase. Ms. Prom reported that all three classified staff have met their performance standards.	Ms. Will moved to provide 3 percent salary increases to each Center employee (Ms. Prom, Ms. Ulberg, Ms. Donna Thronson and Ms. Cami Bauman) for FY2012. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>Advisory Committee – appointments</i>		Two committee positions are in the

TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

Tuesday, July 19, 2011

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
<i>update</i>		process of being finalized but are not yet officially filled.
<i>Partners – monthly videoconference with administrators</i>	Topics for the meeting were discussed, including the year 3 work plan draft.	The videoconference will be at 3 p.m., Monday, July 25, 2011.
Other business		
<i>Next steps</i>	Ms. Prom reviewed the staffing plan determined prior to the 2011 legislative session.	The committee agreed that it is still the intent to hire a combined grants manager/accountant (1.0 FTE), a Community Intervention Coordinator (1.0 FTE), and an evaluation coordinator (1.0 FTE). At a future meeting, the committee will conduct a legislative analysis and discuss with Central Valley staff their grant collaborative. Committee members will read the collaborative evaluation report.
<i>Next meeting</i>	Ms. Prom shared the proposal from Minot State University.	The next Executive Committee meeting will be at 10 a.m., July 22, 2011 and will include discussion on the Minot State University proposal.
Remuneration		Forms will be provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned the meeting at 12:55 p.m.