



TOBACCO PREVENTION AND CONTROL EXECUTIVE COMMITTEE MEETING MINUTES -- FINAL

10:00 a.m. to 11:00 a.m., Friday, July 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; **Executive Director:** Ms. Jeanne Prom; **Health Communications Coordinator:** Ms. Donna Thronson.

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to order		Chair Ms. Theresa Will called the meeting to order at 10:00 a.m.
Adoption of agenda		Ms. Javayne Oyloe moved to adopt the agenda as distributed. Ms. Will seconded. Motion carried.
Approval of minutes	Review of 7.19.11 draft minutes.	Ms. Oyloe moved to approve the 7.19.11 minutes as written. Ms. Will seconded. Motion carried.
Unfinished business		
<i>Grants/contracts/request for proposals (RFPs) – status: evaluation RFP, Department of Human Services grant, Minot State University grant</i>	No update was available on the Department of Human Services grant. The committee discussed the evaluation RFP and grant with Minot State University.	<u>Evaluation RFP</u> – Under final review by State Procurement and Office of Attorney General. Ms. Oyloe moved the Center staff continue with timeline and process for issuing the evaluation RFP. Ms. Will seconded. Motion carried. <u>Minot State University grant</u> – Ms. Will moved to issue the grant to Minot State University at \$416,000 for FY 2012, which includes three program assistants and related expenses and five percent of

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		time spent on tax, but no work on PHS Guidelines. No other substantive changes to personnel or scope of services described in the proposal are required. Ms. Oyloe seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will aye. Motion carried.
New business		
<i>Advisory Committee – appointments update</i>	The Governor has reappointed Dr. Kermit Lidstrom to a three-year term on the Advisory Committee. The Governor's office has not yet received paperwork from all the nominees from the N.D. Nurses Association.	The Advisory Committee will meet at 2 p.m., July 26, 2011.
<i>Partners – monthly videoconference with administrators</i>	The committee reviewed agenda items.	The meeting will be 3 p.m., Monday, July 25, 2011.
Other business		
<i>Next steps</i>		New positions, legislative analysis, discussion with Central Valley on collaborative
<i>Next meeting</i>		The next Executive Committee meeting will be at 10 a.m., August 5, 2011.
Remuneration		Forms were provided to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Will adjourned meeting at 11:35 a.m.