



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

10:00 a.m. to 11:00 a.m., Friday, August 5, 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 10:04 a.m.
Adoption of agenda	Ms. Jeanne Prom requested the following be added to new business: special initiative grants, field coordinator update and change in at-work breast milk expression policy.	Ms. Javayne Oyloe moved to adopt the agenda with three additional new business items. Ms. Will seconded. Motion carried.
Approval of minutes	Review of 7.22.11 draft minutes.	Ms. Oyloe moved to approve the 7.22.11 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</i>	Ms. Donna Thronson provided an update on the changes to the evaluation RFP as required by the Office of Attorney General (OAG) or suggested by State Procurement. Ms. Thronson is comfortable with the cost proposal as written. The OAG required	Ms. Oyloe moved to approve the evaluation RFP with changes made as required by the Office of Attorney General, and after final approval by the Office of Attorney General and State Procurement. Ms. Will seconded. Roll call vote: Ms. Oyloe -- aye; Ms. Will -- aye. Motion carried.

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	seven changes in sections 6 and 7, which will be made. The OAG has reviewed the entire document. The OAG and State Procurement will review the final complete RFP one more time before the RFP is released.	Ms. Will is checking on the status of the Department of Human Services grant.
<b>New business</b>		
<i>Advisory Committee – appointments update</i>	Ms. Prom provided an update.	The Governor named Ms. Jayne Vetter to the Advisory Committee to represent the N.D. Nurses Association and replace Ms. Pat McGeary, whose term ended. The Governor has now made all three appointments required this fiscal year.
<i>Special Initiative Grants</i>	By the August 1, 2011 deadline, the Center received two grant applications.	The Executive Committee will review the application from the statewide organization, and Ms. Prom will ask two advisory committee members to review the policy development grant.
<i>Field coordinator update</i>	Two field coordinators will begin work this month. Field coordinator work by Ms. Bev Benda included significant additional work and some additional expenses.	Ms. Oyloe moved to amend the contract with Ms. Bev Benda to a total of \$12,182, retroactive to when work and expenses occurred. Ms. Will seconded. Roll call vote: Ms. Oyloe – aye; Ms. Will – aye. Motion carried.
<i>At-work breast milk expression policy</i>		Ms. Prom will update the current policy with language compliant with infant-friendly worksite designation. The Executive Committee noted that the

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		Executive Director has the authority to make these updates as needed.
Other business		
<i>Next steps</i>	New positions, legislative analysis, and Central Valley collaborative will be discussed at future Executive Committee meetings. Ms. Prom provided information on human resources and payroll tasks.	Ms. Prom will focus on human resources projects, including hiring staff and pursuing potential opportunities to complete Center work.
<i>Next meeting</i>		The next Executive Committee meeting was rescheduled to 10 a.m., August 18, 2011. The agenda will include discussion on the two special initiative grant applications.
Remuneration		Forms were faxed to Executive Committee members who should return completed forms to the Center.
Adjourn		Ms. Oyloe moved the meeting be adjourned. Ms. Will seconded. Ms. Will adjourned meeting at 10:40 a.m.